



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 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:

Decision	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
West Sussex Plan priority	See above for the five priorities contained in the West Sussex Plan
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation/ Representations	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
Background Documents	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.
Author	The contact details of the decision report author
Contact	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.

Published: 7 May 2019

Forward Plan Summary

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

Page No	Decision Maker	Subject Matter	Date
 Best Start in Life			
5	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	May 2019
5	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	May 2019
6	Cabinet Member for Children and Young People	Redesign of the Integrated Prevention and Earliest Help Service	May 2019
7	Cabinet Member for Children and Young People	Relinquishment of the Beechfield Secure Unit	May 2019
 A Prosperous Place			
8	Cabinet Member for Highways and Infrastructure	A284 Lyminster Bypass - Land Acquisition	May 2019
9	Director of Highways and Transport	Award of Contracts for Winter De-icing Salt and Gritter Fleet	May 2019
10	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	May 2019
11	Cabinet Member for Highways and Infrastructure	A2300 scheme: capital allocation and authority to submit business case and award contract	June 2019
12	Cabinet Member for Highways and Infrastructure	A259 Littlehampton Corridor Improvements	June 2019
12	Executive Director Economy, Infrastructure and Environment	Eastern Gateway, Crawley Growth programme- Contract award	June 2019
13	Cabinet Member for Highways and Infrastructure	Highways and Transport Service Area Review - Highway Maintenance Plan	June 2019
14	Leader	Chichester Southern Gateway	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	May 2019
16	Director of Fire Service Operations and Chief Fire Officer	Arrangements for Fire Service Fleet Management provision from July 2020	June 2019
17	Executive Director Children, Adults, Families, Health and Education	Commissioning of community advice services from Citizens Advice in West Sussex	May 2019
19	Cabinet Member for Environment	Halewick Lane Energy Storage Project	May 2019
20	Cabinet Member for Adults and Health	Procurement of Integrated Sexual Health Services	May 2019
21	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2019-2022	May 2019
21	Cabinet Member for Safer, Stronger Communities	Worthing Community Hub	May 2019
22	Cabinet Member for Environment	Adoption of the Shoreham Harbour Joint Area Action Plan	June 2019
23	Director of Fire Service Operations and Chief Fire Officer	Replacement Fuel Card Contract (Fire Service)	June 2019
24	Executive Director Economy, Infrastructure and Environment	Worthing Community Hub Award of Contract	June 2019



Independence in Later Life - None



A Council that works for the Community

25	Leader, Cabinet Member for Finance and Resources	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
26	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between April 2019 and March 2020
26	Cabinet Member for	Allocation of the Community Initiative Fund	May 2019

	Safer, Stronger Communities		
27	Executive Director Economy, Infrastructure and Environment	Procurement - Self Service Library Kiosk Replacement	May 2019
28	Executive Director Economy, Infrastructure and Environment	Procurement of a Water Retail Supplier	May 2019
29	Director of Communities	Award of Contract Self Service Library Kiosks	June 2019

Best Start in Life

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	
<p>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.</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 for the new hall for Nyewood Junior School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	
<p>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.</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 Shelley Primary School.

Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Children and Young People

Redesign of the Integrated Prevention and Earliest Help Service

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)).

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.

The Cabinet Member for Children and Young People will be asked to approve the proposed design and plans for its implementation.

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.

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 May 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 May.

Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	6 February 2019
Decision Month	May 2019
Consultation/ Representations	<p>Staff 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 – 15 May 2019</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>
Background Documents (via website)	IPEH review decision
Author	Hayley Connor Tel: 033 022 23792
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Relinquishment of the Beechfield Secure Unit	
<p>Beechfield Secure Unit is a West Sussex County Council owned and run unit in Cophorne, 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>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan	Best Start in Life

priority	
Date added to Forward Plan	9 April 2019
Decision Month	May 2019
Consultation/ Representations	Staff, Unison Children and Young People's Services Select Committee – 15 May 2019 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
Background Documents (via website)	None
Author	Stuart Gibbons Tel: 033 022 226218
Contact	Wendy Saunders Tel: 033 022 22553

A Prosperous Place

Cabinet Member for Highways and Infrastructure

A284 Lyminster Bypass - Land Acquisition	
<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 (HT12 18/19) 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>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	11 April 2019

Decision Month	May 2019
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Sara McKnight Tel: 033 022 24197
Contact	Judith Shore Tel: 033 022 26052

Director of Highways and Transport

Award of Contracts for Winter De-icing Salt and Gritter Fleet	
<p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 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 	
Decision By	- Director of Highways and Transport
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	3 April 2019
Decision Month	May 2019
Consultation/ Representations	<p>Executive Director of Economy, Infrastructure and Environment Director of Finance, Performance and Procurement Director of Law and Assurance</p> <p>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.</p>

Background Documents (via website)	None
Author	Chris Barrett Tel: 033 022 26707
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Guidance on Parking in New Developments	
<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>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	7 August 2018
Decision Month	May 2019
Consultation/ Representations	Local Planning Authorities in West Sussex 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.
Background Documents (via website)	None
Author	Paul Eagle Tel: 033 022 25298
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

A2300 scheme: capital allocation and authority to submit business case and award contract

The Department for Transport (DfT) has provided funding from the Local Growth Fund to assist with the design and development of a full business case for the A2300 scheme following the submission of an outline business case by the County Council in June 2018 ([decision HI03 18/19](#)). The same decision delegated authority to the Director of Highways & Transport to tender, procure and award the services of Design & Build and Contract Administration from the approved list of contractors on the Highways and Transport Frameworks.

In November 2018, the Director of Highways and Transport awarded the design contract to Jackson Civil Engineering Limited ([decision OKD13 18/19](#)) which enabled a detailed design for the scheme to be completed and the development of a full business case.

The submission and approval of the full business case will enable the remaining LGF to be secured from the DfT as a contribution towards the construction of the scheme.

The Cabinet Member will be asked to:

- a) confirm the capital allocation for the scheme and
- b) delegate authority to the Director of Highways and Transport to:
 - i) approve and submit the full business case to the DfT and, subject to approval and confirmation of the allocation of Local Growth Funds, award the construction contract for the scheme
 - ii) approve funding agreements with other agencies to deliver related elements of the scheme and, subject to the confirmation of funding, award the construction contract(s)

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	24 April 2019
Decision Month	June 2019
Consultation/ Representations	Public engagement was undertaken in autumn 2018 and the outcome was published on 1 March 2019. 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.
Background Documents (via website)	None
Author	Hiong Ching Hii Tel: 033 022 22636
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

A259 Littlehampton Corridor Improvements

The A259 Littlehampton Corridor improvement scheme comprises dualling the existing single carriageway between the new Fitzalan Link Road (east of the Wick Roundabout) and the Body Shop Roundabout as well as between the Station Road Roundabout and A280 Roundabout. Additionally, new cycling and pedestrian facilities will be provided adjacent to but separated from the carriageway.

A decision was taken by the Cabinet Member for Highways and Infrastructure (HI25 17/18) in January 2018 in relation to the plans for improvements to the A259 between Worthing and Littlehampton.

The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation for the improvement scheme and award the construction contract.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	1 May 2019
Decision Month	June 2019
Consultation/ Representations	<p>The project board (whose membership includes Arun District Council and West Sussex County Council's Director of Highways and Transport)</p> <p>In January and February 2016, WSCC undertook a 6-week public consultation on the proposals for the A259 which included four public exhibitions, a project website, online questionnaire and a consultation leaflet detailing aspects of the proposals.</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>
Background Documents (via website)	None
Author	David Lambert Tel: 033 022 25709
Contact	Judith Shore Tel: 033 022 26052

Executive Director Economy, Infrastructure and Environment

Eastern Gateway, Crawley Growth programme- Contract award

In August 2017 the Leader approved the Crawley Growth Programme (ref report: [LDR04 17.18](#)) and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment to progress the projects.

Eastern Gateway is a key project within the growth programme.

The £8.35m scheme will:

- Improve connectivity between the town and key development sites in the vicinity of the proposals including the Town Hall, County Buildings, Crawley College and Telford Place;
- Support the delivery of residential and commercial development in Crawley Town centre;
- Improve the public realm and living environment in the town.

In February 2019, the Executive Director, Economy, Infrastructure and Environment approved the commencement of the tender process to secure a design and build Contractor through the WSCC Highways Design and Build framework.

Following completion of the Tender process, the Executive Director Economy, Infrastructure and Environment will be asked to approve the award of a design and build contract through the WSCC highways framework.

Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	24 April 2019
Decision Month	June 2019
Consultation/ Representations	A full engagement exercise took place in June/July 2018. 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.
Background Documents (via website)	Business case Consultation report
Author	Marie Ovenden Tel: 033 022 23854
Contact	Monique Smart Tel: 0330 22 22540

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.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperus Place
Date added to Forward Plan	21 March 2019
Decision Month	June 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Chris Barrett Tel: 033 022 26707
Contact	Judith Shore 033 022 26052

Leader

Chichester Southern Gateway

The Chichester Growth Deal defines joint growth priorities for West Sussex County Council (WSCC) and Chichester District Council (CDC) including the delivery of housing, employment space, improved connectivity and improved public realm as identified in the Adopted Southern Gateway Masterplan. The Southern Gateway Masterplan includes the development of WSCC land at the former Year 7 Block and the current all-weather hockey pitch at Chichester High School.

A Collaboration Agreement between WSCC and CDC commits each authority to the

MasterPlan objectives and supports the procurement process to appoint a Development Partner. CDC published an Official Journal of the European Union (OJEU) procurement notice in April 2019. Subject to this Leader decision, WSCC will enter the procurement process in June 2019 prior to the assessment of bids.

Should WSCC, through this decision, agree to join the procurement process and through that procurement process a development partner demonstrates that the WSCC valuation of its land and other key identified evaluation criteria can be met, WSCC would be committed to the appointment of a development partner and completion of a Development Agreement. The outcome of the procurement process will be the subject of a further decision report later in the year, anticipated to be in the Autumn.

An agreement is in place with CDC to secure Local Growth Funds (LGF), held by CDC, to progress the demolition of the Year 7 Block and relocation of the hockey pitch. The agreement has secured the transfer of £485k to WSCC for the demolition work and potential transfer of a further £1.5m of LGF for the relocation of the hockey pitch, subject to contractual agreement with the Chichester High School (Kemnal Academy Trust).

The Leader will be asked to agree:

- That arrangements to progress the demolition of the Former Year 7 Block and the arrangements to progress the relocation of the all-weather hockey pitch are agreed and these projects are progressed using LGF;
- That WSCC join the Procurement Process to secure a Development Partner for the Southern Gateway to allow WSCC to assess submitted bids against the WSCC valuation of its land and other key identified evaluation criteria.
- That a further Decision Report will be published in the Autumn 2019 to report the outcome of the Procurement Process in order to determine WSCC's involvement in the appointment of a Development Partner.

Decision By	Ms Goldsmith - Leader
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	7 May 2019
Decision Month	June 2019
Consultation/ Representations	Local Members and the Chichester Growth Board. Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure & Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	WSCC / CDC Collaboration Agreement WSCC / CDC - LEP funding Agreement
Author	Paul Jackson-Cole Tel: 033 022 25445
Contact	Monique Smart Tel: 033 022 22540

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.

Decision By	Gavin Watts - Director of Fire Service Operations and Chief Fire Officer
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	6 February 2019
Decision Month	May 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Paul Mace Tel: 033 022 25443
Contact	Erica Keegan Tel: 033 022 26050

Director of Fire Service Operations and Chief Fire Officer

Arrangements for Fire Service Fleet Management provision from July 2020

In 2016 the Council combined its fleet management function, with one team overseeing the purchase, commissioning, maintenance and disposal of fleet assets (vehicles and equipment).

Currently the light fleet (cars, vans and standard minibuses) is maintained by an external supplier. The contract for this service will expire on 30th June 2020. The specialist fleet (accessible minibuses and fire appliances) are maintained internally using the Council's workshop facilities.

Following a review of how the maintenance function currently operates, there is an opportunity to insource the maintenance of the light fleet (approximately 350 vehicles) in order to best utilise internal resources and facilities and achieve savings on the cost of labour and parts.

A decision is sought, in June 2019, in order to begin the transition process, ensuring the systems and staff are in place for full mobilisation on 1st July 2020.

The Director of Fire Service Operations and Chief Fire Officer will be asked to approve:

- 1) Insourcing of the maintenance of the light fleet from 1st July 2020 and;
- 2) Proposed resource levels to administer and maintain additional vehicles.

Decision By	- Director of Fire Service Operations and Chief Fire Officer
West Sussex Plan priority	A strong, Safe and Sustainable Place
Date added to Forward Plan	7 May 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Director of Fire Service Operations and Chief Fire Officer, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Paul Mace Tel: 033 022 25443
Contact	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 1st 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.

Decision By	- Executive Director Children, Adults, Families, Health and Education
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	1 April 2019
Decision Month	May 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Seth Gottesman Tel: 033 022 28706
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

Halewick Lane Energy Storage Project

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 CO₂ emissions. It also supports the outcomes identified in the approved [Energy Strategy](#). 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.

Since 1 April 2014 the YES team has been working to develop a significant pipeline of energy related projects including:

- The imminent completion of Westhampnett solar farm with 4 mega-watts of energy storage on site,
- Development of Tangmere Solar farm, which is now complete,
- Installation of commercial scale PV (photovoltaic) systems on schools and third party roofs including at Goodwood Aerodrome,
- PV systems for 225 houses owned by Crawley Borough Council, and
- For Adur & Worthing councils, installation of gas central heating systems in houses served by a newly installed gas main.

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.

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.

Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	14 August 2018
Decision Month	May 2019
Consultation/ Representations	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.
Background Documents (via website)	Full planning documentation (when submitted - October 2018)
Author	Tom Coates Tel: 033 022 26458

Contact	Judith Shore Tel: 033 022 26052
----------------	---------------------------------

Cabinet Member for Adults and Health

Procurement of Integrated Sexual Health Services	
<p>Local Authorities are mandated to provide comprehensive sexual health services for the population, these include;</p> <ul style="list-style-type: none"> • a full range of contraceptive services and advice on preventing pregnancy • sexually transmitted infections testing and treatment, including the provision of Chlamydia testing services for young people under the age of 25 years • sexual health aspects of psychosexual counselling • outreach, HIV prevention and sexual health promotion • provision of services in schools and colleges <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>	
Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	15 January 2019
Decision Month	May 2019
Consultation/ Representations	<p>Initial Scrutiny and Consultation was undertaken via the Health and Adult Social Care Select Committee on 30th 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>
Background Documents (via website)	None
Author	Paul Woodcock Tel: 033 022 28701

Contact	Erica Keegan Tel: 033 022 26050
----------------	---------------------------------

Cabinet Member for Environment

West Sussex Minerals and Waste Development Scheme 2019-2022	
<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>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	27 February 2019
Decision Month	May 2019
Consultation/ Representations	<p>Informal consultation with the South Downs National Park Authority</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>
Background Documents (via website)	None
Author	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Safer, Stronger Communities

Worthing Community Hub
<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>

The Cabinet member for Safer, Stronger Communities will be asked to:

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.
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.

Decision By	Ms Kennard - Cabinet Member for Safer, Stronger Communities
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	May 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Lee Harris Tel: 033 022 24846
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

Adoption of the Shoreham Harbour Joint Area Action Plan	
<p>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.</p> <p>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.</p> <p>The Cabinet Member will be asked to recommend that the County Council adopts the JAAP at its meeting on 19 July 2019.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment

West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	June 2019
Consultation/ Representations	<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 & 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>
Background Documents (via website)	None
Author	Caroline West Tel: 033 022 25225
Contact	Judith Shore Tel: 033 022 26052

Director of Fire Service Operations and Chief Fire Officer

Replacement Fuel Card Contract (Fire Service)
<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 30th 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> <ol style="list-style-type: none"> 1) Review features of the proposed call-off contract; and 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.	
Decision By	- Director of Fire Service Operations and Chief Fire Officer
West Sussex Plan priority	A Safe, Strong and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	June 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Paul Mace Tel: 033 022 25443
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Economy, Infrastructure and Environment

Worthing Community Hub Award of Contract	
<p>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.</p> <p>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.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	June 2019

Consultation/ Representations	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.
Background Documents (via website)	None
Author	Lee Harris Tel: 033 022 24846
Contact	Erica Keegan Tel: 033 022 26050

Independence in Later Life

None.

A Council that works for the Community

Leader, Cabinet Member for Finance and Resources

Total Performance Monitor (Rolling Entry)	
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.	
Decision By	Ms Goldsmith - Leader, Mr Hunt - Cabinet Member for Finance and Resources
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	6 April 2018
Decision Month	Between April 2019 and March 2020
Consultation/ Representations	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.
Background Documents (via website)	

Author	Fiona Morris Tel: 033 022 23811
Contact	Suzannah Hill 033 022 22551

Cabinet Member for Finance and Resources

Review of Property Holdings (Rolling Entry)	
<p>As part of its capital programme management, in line with the County Council's West Sussex Asset Management Policy and Strategy, 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>	
Decision By	Mr Hunt - Cabinet Member for Finance and Resources
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 December 2017
Decision Month	Between April 2019 and March 2020
Consultation/ Representations	<p>Internal and local members as required.</p> <p>Representations can be made to the Cabinet Member for Finance and Resources, via the officer contact.</p>
Background Documents (via website)	None
Author	Lee Harris Tel: 033 022 24846
Contact	Suzannah Hill 033 022 22551

Cabinet Member for Safer, Stronger Communities

Allocation of the Community Initiative Fund
<p>In response to comments and feedback from Members, partners, and the public, the Cabinet Member proposes to introduce a mechanism for smaller grants to be made by CLCs as part of the Community Initiative Fund. This would be for smaller-scale projects seeking funding of no more than £750 for total costs of their project.</p> <p>An organisation seeking funding for £750 or less will be able to apply direct for a grant as an alternative to using the crowdfunding platform. This would be aimed at smaller groups with low project costs.</p> <p>In order to avoid undermining the effectiveness of the crowdfunding system which is providing significant benefits for larger projects each County Local Committee will be</p>

able to allocate up to 30% of the Committee's CIF budget to small grant applications. Applications will be considered in the same way as West Sussex Crowd applications at each CLC meeting.

The CIF budget for the year 2019/20 is set at £240,000, 30% of this budget is £84,000.

The Cabinet Member for Safer, Stronger Communities will be asked to agree to:

The introduction of a small grant application process for the allocation of up to 30% of each County Local Committee's CIF to be used to fund projects with a contribution of no more than £750 to the project costs.

Decision By	Ms Kennard - Cabinet Member for Safer, Stronger Communities
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	16 April 2019
Decision Month	May 2019
Consultation/ Representations	Representations 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.
Background Documents (via website)	None
Author	Nick Burrell Tel: 033 022 23881
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Economy, Infrastructure and Environment

Procurement - Self Service Library Kiosk Replacement

Self Service kiosks play a significant part in the operation of today's modern library service. Residents in West Sussex regularly utilise these kiosks to transact a range of library services.

West Sussex Library Service received late notification of 'end of service' for presently deployed Bibliotheca kiosks, meaning ongoing operation of kiosks past 31st July 2019 would be uncertain and where device faults occurring past the end of service date could mean a particular kiosk reaching immediate end of life.

The current contract ended in March 2019 so the County Council has negotiated a year of additional maintenance and support taking us to the end of March 2020. However, in order to continue to provide a longer-term service from the kiosks, a replacement product will need to be sourced.

An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.

The Executive Director Economy, Infrastructure and Environment is asked to:

- approve the commencement a procurement process; and
- delegate authority for the award of the Contract to the Director of Communities.

Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 May 2019
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Economy, Infrastructure and Environment

Procurement of a Water Retail Supplier
<p>Summary</p> <p>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.</p> <p>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.</p> <p>Recommendations</p> <p>That the commencement of a competitive procurement using a Framework</p>

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.

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

Director of Communities

Award of Contract Self Service Library Kiosks

When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.

In order to provide modern, longer term services procurement is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.

Following the completion of the procurement process, the Director of Communities seeks to award the Contract for the Self Service Library Kiosks to the preferred bidder.

Decision By	- Director of Communities
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 May 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning the proposed decision can be made

	to the Director of Communities by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lesley Sim
Contact	Erica Keegan Tel: 033 022 26050