



# 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: 20 June 2019**

## Forward Plan Summary

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

Page No	Decision Maker	Subject Matter	Date
 <b>Best Start in Life</b>			
4	Cabinet Member for Children and Young People	Adoption of an Improvement Plan for Children's Services	June 2019
4	Executive Director of Place Services	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	September 2019
5	Executive Director of Place Services	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	September 2019
 <b>A Prosperous Place</b>			
6	Cabinet Member for Highways and Infrastructure	A284 Lyminster Bypass - Land Acquisition	June 2019
7	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	June 2019
8	Cabinet Member for Highways and Infrastructure	A259 Littlehampton Corridor Improvements	June 2019
9	Leader	Chichester Southern Gateway	June 2019
10	Cabinet Member for Finance and Resources	Capital Funding: Demolition of County Buildings in Crawley	June 2019
11	Executive Director of Place Services	Crawley Growth Programme: Funding and Governance	June 2019
11	Executive Director of Place Services	Eastern Gateway, Crawley Growth programme- Contract award	June 2019
12	Cabinet Member for Highways and Infrastructure	Framework for managing planned events on West Sussex highways	June 2019
13	Cabinet Member for Highways and Infrastructure	Highways and Transport Service Area Review - Highway Maintenance Plan	June 2019
14	Cabinet Member for Highways and Infrastructure	Review of On-Street Parking Charges and related policy	June 2019
15	Executive Director of People Services	Commissioning of community advice services from Citizens Advice in West Sussex	June 2019
16	Cabinet Member for Highways and Infrastructure	Street Lighting LED Conversion Programme	July 2019
17	Cabinet Member for Highways and Infrastructure	Transport for the South East: response to consultation about statutory status	July 2019
18	Executive Director of Place Services	Worthing Portland Road Public Realm Works - Adur and Worthing Growth Programme	September 2019



## A Strong, Safe and Sustainable Place

19	Executive Director of Place Services	Worthing Community Hub Award of Contract	June 2019
20	Director of Adults' Services	Procurement Process for Housing Related Support Contracts	July 2019
21	Cabinet Member for Environment	Adoption of the Shoreham Harbour Joint Area Action Plan	August 2019



## Independence in Later Life

21	Cabinet Member for Adults and Health	Development of an Extra Care Housing Scheme in East Grinstead	July 2019
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## A Council that works for the Community

22	Cabinet Member for Finance and Resources, Leader	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
23	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between April 2019 and March 2020
24	Cabinet Member for Finance and Resources	Procurement - Property Development Enterprise to work in partnership with the County Council	June 2019
24	Executive Director of Place Services	Procurement - Self Service Library Kiosk Replacement	June 2019
25	Director of Communities	Award of Contract Self Service Library Kiosks	June 2019
26	Cabinet Member for Corporate Relations	Procurement of a Business Management Solution	July 2019
27	Director of Environment and Public Protection	Building Maintenance Services Contract Award	July 2019

## Best Start in Life

### Cabinet Member for Children and Young People

<b>Adoption of an Improvement Plan for Children's Services</b>	
<p>The County Council's Children's Services were the subject of an inspection by Ofsted in late February/early March 2019. The report detailing the inspection outcome was published on 8 May 2019 with the inspectors finding the overall effectiveness of Children's Services to be 'inadequate'.</p> <p>In response an Improvement Plan is being developed to address the findings of the report and set out how the County Council will implement the necessary measures to deliver improvement within Children's Services.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the adoption of the Improvement Plan for Children's Services for submission to the Department for Education.</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>	30 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	<p>Improvement Board            Children and Young People's Services Select Committee – 19 June 2019            Health and Wellbeing Board – 20 June 2019            Corporate Parenting Panel</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member, via one of the listed officer contacts, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Ofsted Report of Children's Services
<b>Author</b>	Garath Symonds Tel: 033 022 22511
<b>Contact</b>	Wendy Saunders - 033 022 22553

### Executive Director of Place Services

**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 Place Services to award the contract for the works.

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

<b>Decision By</b>	Lee Harris - Executive Director of Place Services
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Place Services, 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 of Place Services**

##### **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 Place Services to award the contract for the works.

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

<b>Decision By</b>	Lee Harris - Executive Director of Place Services
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to</b>	14 December 2018

<b>Forward Plan</b>	
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Place Services 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

## A Prosperous Place

### 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>	June 2019
<b>Consultation/ Representations</b>	Consultation has been on-going with the North Littlehampton Members Steering Group, Arun District Council, Highways

	<p>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

### **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>	June 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**

<b>A259 Littlehampton Corridor Improvements</b>	
<p>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.</p> <p>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.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation for the improvement scheme and award the construction contract.</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>	1 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	<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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	David Lambert Tel: 033 022 25709
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Leader**

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## 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.

<b>Decision By</b>	Ms Goldsmith - Leader
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	7 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	Local Members and the Chichester Growth Board.  Representations concerning this proposed decision can be made to the Executive Director of Place Services via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background</b>	WSCC / CDC Collaboration Agreement

<b>Documents</b> (via website)	WSSC / CDC – LEP funding Agreement
<b>Author</b>	Paul Jackson-Cole Tel: 033 022 25445
<b>Contact</b>	Monique Smart Tel: 033 022 22540

### Cabinet Member for Finance and Resources

<b>Capital Funding: Demolition of County Buildings in Crawley</b>	
<p>In August 2017 the Leader approved the Crawley Growth Programme <a href="#">LDR04 17.18</a> and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment (now the Director of Place Services) to progress the projects. Redevelopment of the County Buildings site in Crawley, currently within West Sussex County Council ownership, is central to achieving committed outcomes in both the Crawley Growth Programme and the One Public Estate Programme. Initial viability work has identified the opportunity to deliver up to 195 homes and 4,780sqm of commercial space on the site offering an annual yield of over £1m and a significant capital receipt. Much of the site is empty, has been dormant for a number of years and was declared surplus to county council requirements in January 2018 <a href="#">FR17 17.18</a>. A few services remain on the site and work is underway to relocate these. A decision is now sought to demolish the County Buildings to enable redevelopment of the site.</p> <p>The Cabinet Member for Finance and Resources will be asked to approve the allocation of £0.857m of funding in the West Sussex County Council (WSSC) Capital Programme to enable the demolition of the property owned by WSSC at County Buildings in Crawley.</p>	
<b>Decision By</b>	- Cabinet Member for Finance and Resources
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	13 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	<p>Crawley County Council Members. Crawley One Public Estate West Sussex Board, Crawley Growth Board which includes Crawley Borough Council, WSSC services that are located on this site and other existing occupiers. WSSC Leader as portfolio holder for Economy, Cabinet Member for Corporate Resources, Cabinet Member for Finance and Resources.</p> <p>Representation concerning the proposed decision can be made to the Executive Director of Place Services via the author or service 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>	Duncan Barratt Tel: 033 022 23875
<b>Contact</b>	Monique Smart Tel: 033 022 22540

## Executive Director of Place Services

### Crawley Growth Programme: Funding and Governance

In August 2017 the Leader approved the Crawley Growth Programme [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 (now Executive Director of Place Services). In December 2017 [OKD03\(17-18\)](#) the Executive Director Economy, Infrastructure and Environment (now Executive Director of Place Services) agreed Crawley Growth Programme project funding allocations and delivery governance.

Much progress has been made since December 2017 and a number of projects have been developed, designed and delivered under the guidance of the Crawley Growth Board.

The Executive Director of Place Services will be asked to approve amendments to project funding allocations, within the overall Programme funding allocation, and project governance to reflect current estimates and delivery routes supported by the Crawley Growth Board.

<b>Decision By</b>	Lee Harris - Executive Director of Place Services
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	16 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	<p>Crawley Growth Board which includes Crawley Borough Council, West Sussex County Council Leader as portfolio holder for Economy, Cabinet Member for Corporate Resources, Cabinet Member for Finance and Resources.</p> <p>Representation concerning the proposed decision can be made to the Executive Director of Place Services via the author or service 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>	Duncan Barratt Tel: 033 022 23875
<b>Contact</b>	Monique Smart Tel: 033 022 22540

## Executive Director of Place Services

### 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 (now Director of Place Services) 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 of Place Services will be asked to approve the award of a design and build contract through the WSCC highways framework.

<b>Decision By</b>	Lee Harris - Executive Director of Place Services
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	24 April 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	A full engagement exercise took place in June/July 2018.  Representations concerning this proposed decision can be made to the Executive Director of Place Services 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)	Business case Consultation report
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Monique Smart Tel: 0330 22 22540

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

#### **Framework for managing planned events on West Sussex highways**

During the past few years West Sussex has seen an increase in events taking place on the highway across the county. In order to realise the benefits from such events, the impacts on the community must be adequately considered and mitigated.

A Framework for co-ordinating and approving events on West Sussex highways is being developed and will set out a clear timeline and process for the approval of road closures to ensure it is consultative and transparent, whilst balancing the impacts versus the

benefits. It also sets out expectations in relation to how partners and event organisers communicate and co-ordinate to minimise any impact attributed to events.

The Cabinet Member will be asked to approve a framework for co-ordinating and approving events on West Sussex highways.

<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>	16 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	<p>Consultation with the District and Borough councils in West Sussex, emergency service providers and internal West Sussex County Council stake holders. Environment, Communities and Fire Select Committee on 20 June 2019</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>	Jeff Elliot Tel: 033 022 25973
<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 Place Services, Director of Finance and Support Services, 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

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

<b>Review of On-Street Parking Charges and related policy</b>	
<p>The 2019/20 on-street parking charges review will include all West Sussex permits, dispensation notices, parking bay suspensions and pay &amp; display areas.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve adjustments to parking charges to make improvements to the administration of the Residents' Parking Schemes, to correct any imbalance that exists between the on and off-street charges in some towns, to take account of inflation and to help facilitate future improvements in service provision.</p>	
<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>	13 May 2019
<b>Decision Month</b>	June 2019

<b>Consultation/ Representations</b>	All members of West Sussex County Council.  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>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Executive Director of People Services**

#### **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 of People Services 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 of People Services will be asked to award the contract to the bidder, Citizens Advice.

<b>Decision By</b>	Kim Curry - Executive Director of People Services
<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>	June 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of People's Services, via the officer contact, in 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 Highways and Infrastructure**

<b>Street Lighting LED Conversion Programme</b>	
<p>A study of the County Council's street lighting equipment has identified a cost-effective project to convert the street lighting throughout West Sussex to LED lanterns and introduce a Central Monitoring System (CMS).</p> <p>The change to LED lanterns will greatly reduce annual electricity consumption.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation to convert the existing street lighting to LED and implement CMS on all street lighting in West Sussex and delegate authority to the Director of Highways, Transport and Planning to award the contract and enter into all necessary contract arrangements.</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>	3 June 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	Environment, Fire and Communities Select Committee on 20 June 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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Barry Edmunds Tel: 033 022 25692
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

<b>Transport for the South East: response to consultation about statutory status</b>	
<p>Transport for the South East (TfSE), a sub-national transport body that currently operates in 'shadow' form, is seeking to obtain statutory status. The body has the twin purpose of facilitating the delivery of a regional transport strategy and promoting economic growth in the South East. If it gains statutory status, TfSE will enable local transport authorities in the South East, including the County Council, to provide a single voice to Government on strategic transport issues and influence national investment decisions.</p> <p>TfSE is consulting on a draft proposal that will set out the membership, voting powers, decision-making arrangements, functions and general powers that it is seeking for the body through obtaining statutory status.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the County Council's consultation response and, subject to there being no substantive changes to the final proposal, delegate authority to the Director for Highways, Transport and Planning to submit the final proposal to Government.</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>	13 May 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>Internal consultation with officers and members of the County Council</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)	Consultation proposal

<b>Author</b>	Darryl Hemmings Tel: 033 022 26437
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Executive Director of Place Services**

#### **Worthing Portland Road Public Realm Works - Adur and Worthing Growth Programme**

The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSSCC) have committed £5m of growth funding towards the programme to specifically deliver two of the schemes in key locations - Portland Road and South Street. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.

Delivering these key regeneration sites in the town will bring forward additional homes, jobs and leisure facilities. The public realm programme of schemes will also provide better north south connectivity between the station and the town centre and create a more experienced based location that will help the town centre economy thrive into the future.

The preliminary design for the Portland Road scheme will be completed first with South Street following along later in the year. The preliminary design for Portland Road is the culmination of several stakeholder and public workshops and exhibitions and a public consultation in February. Its design will attract new users to the area and encourage dwell time in the town centre for the benefit of the businesses and local economy.

The Executive Director of Place Services is asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme.

<b>Decision By</b>	Lee Harris - Executive Director of Place Services
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	13 May 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019  Representation concerning the proposed decision can be made to the Executive Director of Place Services via the author or service 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>	Patrick Griffin Tel: 03302224562
<b>Contact</b>	Monique Smart Tel: 033 022 22540

## A Strong, Safe and Sustainable Place

### Executive Director of Place Services

<b>Worthing Community Hub Award of Contract</b>	
<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 of Place Services.</p> <p>The Executive Director of Place Services will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.</p>	
<b>Decision By</b>	- Executive Director of Place Services
<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>	Representations concerning this proposed decision can be made to the Executive Director of Place Services, 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>	Rachel North Tel: 033 022 22681
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Director of Adults' Services

<b>Procurement Process for Housing Related Support Contracts</b>
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The current housing related support contracts commissioned by the County Council end on 30 September 2019, further to the Cabinet Member for Adults and Health's decision in December 2018 (Report Reference AH11 18/19). These services need to be recommissioned based on the revised financial envelope for these services.

To aid this process the council has rated the service using a RAG rating indicated the strategic fit with statutory duties and prevention. Services rated as green are a high priority for continued funding, albeit with efficiencies. These are services which support the Council's statutory duties in relation to adults with complex needs and children. The proposed approach for these services is a single tender re-procurement.

Services rated red are unlikely to attract on-going funding as they do not meet statutory needs and work is underway to end this provision.

Services rated amber are those services which have brought support as priorities across the district and boroughs and could form part of the Councils preventative offer. The exact services commissioned will be subject to the outcome of a joint piece of work. This group is due to report its findings in June 2019. The proposal is for these services will be extended until March 2020 and a re-procurement to commence from September 2019.

The Director of Adults Services will be asked to agree;

- 1) the commencement of a single tender processes for High Priority services for continued funding in August 2019 for contracts to commence from 1 October 2019; and
- 2) the extension of contracts for those services that are subject to further analysis until 31<sup>st</sup> March 2020 and commence open procurement processes in autumn 2019 for contracts to commence from 1<sup>st</sup> April 2020.

<b>Decision By</b>	Paul McKay - Director of Adults' Services
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	11 June 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	Partnership Task and Finish Group including District and Borough representatives. West Sussex County Council Health and Adult Social Care Select Committee.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Sarah Farragher Tel: 033 022 28403
<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>	August 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

## Independence in Later Life

### Cabinet Member for Adults and Health

#### Development of an Extra Care Housing Scheme in East Grinstead

Enabling residents to remain independent in later life is one of the key objectives of the West Sussex Plan. To this end, the Council has indicated a willingness to invest in social care infrastructure projects which help to make this possible.

Extra care housing has been identified as a particularly effective means of enabling people with care needs to remain independent, living in purpose-built homes within a residential setting with some communal amenities and an on-site care service. The proposal being put forward is to support the development of new extra care housing scheme comprising 48 flats on the site of a former supported housing scheme in East Grinstead.

The site is owned by Eldon Housing Association which has obtained planning permission and a commitment to grant funding from Homes England, however additional funding from WSCC will also be required if the scheme is to proceed.

The Cabinet Member for Adults and Health is asked to approve the provision of approximately £0.96m from the Council's Capital Programme to Eldon Housing Association to support the development of this scheme.

<b>Decision By</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	Independence in Later Life
<b>Date added to Forward Plan</b>	11 June 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	Mid Sussex District Council.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Ivan Western Tel: 033 022 23740
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## A Council that works for the Community

### Cabinet Member for Finance and Resources, Leader

<b>Total Performance Monitor (Rolling Entry)</b>	
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.	
<b>Decision By</b>	Mr Hunt - Cabinet Member for Finance and Resources Ms Goldsmith - Leader
<b>West Sussex Plan priority</b>	A Council that works for the Community

<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 proposal 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)	None
<b>Author</b>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

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

<b>Review of Property Holdings (Rolling Entry)</b>	
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.	
<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.  Representation can be made to the Cabinet Member for Finance and Resources or via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel 033 022 22551

## Cabinet Member for Finance and Resources

### Procurement - Property Development Enterprise to work in partnership with the County Council

At its meeting on 28 March the County Council's property development advisory panel to the Cabinet Member for Finance and Resources ('Propco') endorsed a proposal for the Council to work in a joint venture partnership agreement with an established commercial enterprise to maximise the financial return from land assets surplus to County Council requirements.

The Cabinet Member will be asked to endorse the procurement of an established commercial enterprise and the company arrangements to set up a public private partnership. Also that funding of up to £700k be approved to support the development of these initiatives.

In the course of the procurement work further forward plan entries and subsequent key decisions will be published as appropriate.

<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>	16 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	Leader; Performance and Finance Select Committee 22 May 2019. Market experts and local authority officers.  Representations concerning this proposed decision can be made to the Executive Director of Place Services, 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>	Malcolm Mayo Tel: 033022 23031
<b>Contact</b>	Suzannah Hill 033 022 22551

## Executive Director of Place Services

### 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 31<sup>st</sup> 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 of Place Services is asked to:

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

<b>Decision By</b>	- Executive Director of Place Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	1 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Place Services 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>	Rachel North Tel: 033 022 22681
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Director of Communities

<b>Award of Contract Self Service Library Kiosks</b>	
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>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.</p> <p>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.</p>	
<b>Decision By</b>	- Director of Communities

<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	1 May 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

#### **Cabinet Member for Corporate Relations**

<b>Procurement of a Business Management Solution</b>	
<p>The Council's core back office support services, including Payroll, Human Resources (HR), and Finance, that play an integral role in enabling the organisation to meet its objectives, deliver the outcomes defined within the West Sussex Plan and provide continuous specialist advice and support. These services are enabled currently through use of an Enterprise Resource Planning (ERP) system provided by SAP SE which was originally acquired in 2001. Various factors have combined to bring about a requirement for the acquisition of an alternative solution to support the core back office services. These include concerns that the current solution cannot easily meet future business requirements or strategic intent, the end of the current support and maintenance contract in 2021 and a notice from SAP that it will no longer support the current version of the ERP from 2025.</p> <p>The Cabinet Member will be asked to endorse a procurement process for a replacement business management solution ('solution' can include a set of related software programs and/or services that are sold as a single package) and to delegate authority to the Director Finance and Support Services to award the contract.</p>	
<b>Decision By</b>	Mr Lanzer - Cabinet Member for Corporate Relations
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added to Forward Plan</b>	17 June 2019
<b>Decision Month</b>	July 2019

<b>Consultation/ Representations</b>	<p>Market research on industry best practice and early market engagement. Engagement with internal services: Finance, Procurement and Human Resources. Cabinet Member for Finance and Resources</p> <p>Representation can be made to the Cabinet Member for Corporate Relations 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>	Katharine Eberhart Tel: 033 022 22682
<b>Contact</b>	Suzannah Hill 033 022 22551

### Director of Environment and Public Protection

<b>Building Maintenance Services Contract Award</b>	
<p>The Council provides a mechanical and electrical service throughout the Councils' corporate and educational property estate. This provides a broad range of statutory and essential building maintenance activities. The current interim contract that commenced 1 April 2019 will expire on 30 September 2019.</p> <p>A procurement tender process has been completed for a new contract to commence on 1 October 2019. In accordance with the delegated authority approved by Cabinet Member Decision <a href="#">FR05 (18/19)</a>, dated 10 August 2018, the Director of Energy, Waste and Environment will be asked to award and enter into a contract for the provision of building maintenance services with the most economically advantageous bidder.</p>	
<b>Decision By</b>	Steve Read - Director of Environment and Public Protection
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added to Forward Plan</b>	17 June 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>Internal and external stakeholders, the incumbent supplier, market suppliers and BWA consultancy. Cabinet Member for Corporate Relations.</p> <p>Representation can be made to the Director Environment and Public Protection by the beginning of the month in which the decision is to be taken.</p>
<b>Background Documents</b> (via website)	None

<b>Author</b>	Tony Farrant Tel: 22795
<b>Contact</b>	Suzannah Hill 033 022 22551