



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: 1 July 2019

Forward Plan Summary

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

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A Strong, Safe and Sustainable Place

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21	Chief Fire Officer	Award of Contract: Provision of 35 Vehicles for Flexi Duty System Staff (Fire)	August 2019
22	Cabinet Member for Environment	Adoption of the Shoreham Harbour Joint Area Action Plan	August 2019
22	Cabinet Member for Environment	Soft Sand Review - Proposed Submission Draft	September 2019



Independence in Later Life

23	Director of Adults' Services	Commissioning of Hospital Discharge Care Service	July 2019
24	Cabinet Member for Adults and Health	Contract Arrangements - In House Adult Social Care	July 2019
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A Council that works for the Community

26	Cabinet Member for Finance and Resources, Leader	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
27	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between April 2019 and March 2020

28	Director of Communities	Award of Contract Self Service Library Kiosks	July 2019
28	Director of Environment and Public Protection	Building Maintenance Services Contract Award	July 2019
29	Cabinet Member for Finance and Resources	Commissioning of a Commercial Property Agent	July 2019
30	Cabinet Member for Finance and Resources	Recommissioning of Valuation, Rating and Estate Management Consultancy Services	July 2019
31	Cabinet Member for Safer, Stronger Communities	Procurement: Central Buying Consortium Library Group	August 2019
31	Cabinet Member for Corporate Relations	Procurement of a Business Management Solution	September 2019

Best Start in Life

Cabinet Member for Children and Young People

Adoption of an Improvement Plan for Children's Services	
<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>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	30 May 2019
Decision Month	July 2019
Consultation/ Representations	<p>Improvement Board Children and Young People's Services Select Committee – 19 June 2019 and 17 July 2019 Health and Wellbeing Board 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>
Background Documents (via website)	Ofsted Report of Children's Services
Author	Garath Symonds Tel: 033 022 22511
Contact	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.

Decision By	Lee Harris - Executive Director of Place Services
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	September 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	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.

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

Forward Plan	
Decision Month	September 2019
Consultation/ Representations	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.
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

Formation of a Regional Adoption Agency	
<p>Following the Government Paper in 2016- Adoption- A Vision for Change, all Local Authority Adoption Agencies are required to form Regional Adoption Agencies (RAA) to assist in increasing the number of children placed locally and improve outcomes for children.</p> <p>In order to work towards establishing a RAA for the Sussex and Surrey area, West Sussex County Council, East Sussex County Council, Surrey County Council and Brighton & Hove City Council have been working together under an informal arrangement - Adoption South East (ASE) since June 2016. This arrangement now requires formalising to meet the Government's expectation that all local authorities become part of a RAA by 2020.</p> <p>The Cabinet Member for Children and Young People will be asked to agree that the County Council forms a Regional Adoption Agency with East Sussex County Council, Surrey County Council and Brighton and Hove City Council, to be operational from April 2020</p>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	1 July 2019
Decision Month	September 2019
Consultation/ Representations	<p>Staff Children and Young People's Services Select Committee</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member 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	Wendy Wood Tel: 033 022 25340
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Education and Skills

Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	
<p>Woodlands Meed is a Special School and College for 2-19 year olds located in Burgess Hill. The existing accommodation at the College site has significant suitability and condition issues meaning the College is unable to offer the full curriculum and unable to accommodate the full range of Special Educational Needs.</p> <p>In order to address this, in February 2019 the Cabinet Member for Education and Skills took a decision (ES18 (18/19)) to approve the allocation of £0.5m from the Capital Programme to enable a costed design to be produced for rebuilding and expanding Woodlands Meed College on its current site. This has involved the appointment of a full design team through the County Council's Multi-Disciplinary Consultant to undertake the design work required to develop the feasibility design into a formal proposal enabling costs to be sought for all elements of the proposal.</p> <p>The Cabinet Member for Education and Skills will be asked to agree the allocation of funds from the Capital Programme to enable the rebuilding and expansion project at Woodlands Meed to proceed.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added to Forward Plan	1 July 2019
Decision Month	September 2019
Consultation/ Representations	<p>School Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Cabinet Member Decision ES18(18/19)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

A Prosperous Place

Cabinet Member for Highways and Infrastructure

A259 Littlehampton Corridor Improvements	
<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>	
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	July 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

Cabinet Member for Highways and Infrastructure

A284 Lyminster Bypass - Land Acquisition

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.

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.

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

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	July 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

Cabinet Member for Finance and Resources

Capital Funding: Demolition of County Buildings in Crawley

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 (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 [FR17 17.18](#). A few services remain on the site and work in underway to relocate these. A decision is now sought to demolish the County Buildings to enable redevelopment of the site.

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.

Decision By	- Cabinet Member for Finance and Resources
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	July 2019
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Duncan Barratt Tel: 033 022 23875
Contact	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.

Decision By	Lee Harris - Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	24 April 2019
Decision Month	July 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 of Place Services 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

Framework for managing planned events on West Sussex highways	
<p>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.</p> <p>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.</p> <p>The Cabinet Member will be asked to approve a framework for co-ordinating and approving events on West Sussex highways.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure

West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	16 May 2019
Decision Month	July 2019
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Jeff Elliot Tel: 033 022 25973
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	July 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

Highways and Transport Service Area Review - Highway Maintenance Plan	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
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	July 2019
Consultation/	Executive Director of Place Services, Director of Finance and

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

Cabinet Member for Highways and Infrastructure

Review of On-Street Parking Charges and related policy	
<p>The 2019/20 on-street parking charges review will include all West Sussex permits, dispensation notices, parking bay suspensions and pay & 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>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	July 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Street Lighting LED Conversion Programme

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).

The change to LED lanterns will greatly reduce annual electricity consumption.

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.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	3 June 2019
Decision Month	July 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Barry Edmunds Tel: 033 022 25692
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Transport for the South East: response to consultation about statutory status

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.

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.

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.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	July 2019
Consultation/ Representations	Internal consultation with officers and members of the 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.
Background Documents (via website)	Consultation proposal
Author	Darryl Hemmings Tel: 033 022 26437
Contact	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.	
Decision By	Lee Harris - Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	September 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Patrick Griffin Tel: 03302224562
Contact	Monique Smart Tel: 033 022 22540

A Strong, Safe and Sustainable Place

Director of Adults' Services

Procurement Process for Housing Related Support Contracts
<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>

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 31st March 2020 and commence open procurement processes in autumn 2019 for contracts to commence from 1st April 2020.

Decision By	Paul McKay - Director of Adults' Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	11 June 2019
Decision Month	July 2019
Consultation/ Representations	Partnership Task and Finish Group including District and Borough representatives. West Sussex County Council Health and Adult Social Care Select Committee.
Background Documents (via website)	None
Author	Sarah Farragher Tel: 033 022 28403
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Public Health Services

The Services, which are currently delivered by GPs and Pharmacies, include but are not limited to: NHS Health Checks, Smoking Cessation, Contraceptive Implant, Emergency Hormonal Contraception, Intra-Uterine Contraceptive Device and Alcohol Identification and Brief Advice Services for the population of West Sussex.

Local Authorities are mandated to provide the NHS Health Checks Programme and the provision of contraception is a prescribed service under the conditions of the Public Health Grant. All of the services contribute to improvement of population, public health outcomes and reductions in health inequalities.

The new arrangement will be effective from 1 April 2020 and will run for three (3) years with the possibility of a further extension of up to two (2) years built into the terms of the contract. The contract will be funded through the Public Health Grant.

The Cabinet Member for Adults and Health is asked to agree the commencement of a procurement process for the provision of Public Health Services in the form of an approved supplier list and to delegate decisions regarding the award and extension of the supplier list to the Director of Public Health in consultation with the Cabinet Member for Adults and Health.

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	1 July 2019
Decision Month	July 2019
Consultation/ Representations	Procurement Board, Legal, Finance, Contracts Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, in the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Kate Bailey Tel: 033 022 28688
Contact	Erica Keegan Tel: 033 022 26050

Executive Director of Place Services

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 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>	
Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	July 2019

Consultation/ Representations	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.
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Chief Fire Officer

Award of Contract: Provision of 35 Vehicles for Flexi Duty System Staff (Fire)	
<p>In May 2019, the Chief Fire Officer agreed to commence the procurement of 35 vehicles to replace those currently provided to staff to support operational cover through a Flexi Duty System (FDS) (OKD_03_19/20).</p> <p>The total value of the purchase of vehicles, including emergency response conversions and livery, is expected to be approximately £750,000. Funds have been allocated to the purchase of these vehicles through the Fleet Asset Management Plan.</p> <p>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 will publish a formal decision report concerning the award of the Contract for the provision of vehicles to the successful bidder.</p>	
Decision By	- Chief Fire Officer
West Sussex Plan priority	A Strong Safe and Sustainable Place
Date added to Forward Plan	1 July 2019
Decision Month	August 2019
Consultation/ Representations	<p>Cabinet Member for Stronger, Safer Communities</p> <p>Representation can be made via the officer contact by the beginning of the month in which the decision is to be taken.</p>
Background Documents (via website)	None
Author	Paul Mace Tel: 033 022 25443
Contact	Erica Keegan Tel 033 022 22650

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.

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	August 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

Cabinet Member for Environment

Soft Sand Review - Proposed Submission Draft

The County Council, in partnership with the South Downs National Park Authority (SDNPA), is required to undertake a single-issue Soft Sand Review of the [West Sussex Joint Minerals Local Plan](#) (JMLP). The timetable to undertake the Review is set out in the County Council's approved [Minerals and Waste Development Scheme](#) (the statutory management plan).

The Review is considering the demand and supply of soft sand required during the plan period (to 2033) and how this demand will be met, including the potential need for site allocations. Informal public consultation (Regulation 18) took place during January–March 2019 on the Issues and Options for the review.

The results of the consultation, and further technical work, will inform the preparation of the Proposed Submission Draft document, which will identify the proposed changes to the relevant sections of the JMLP.

In September, the Cabinet Member for Environment will be asked to recommend that Full Council approves the Proposed Submission Draft at its meeting on 18 October 2019.

Following approval by the SDNPA and the County Council, the Proposed Submission Draft will be subject to a representations period, under Regulation 19, between November 2019 and January 2020.

If no substantive changes are required following the representations period, it will be submitted to the Government for independent examination.

Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	1 July 2019
Decision Month	September 2019
Consultation/ Representations	Public consultation January to March 2019 Further public consultation November 2019 to January 2020 Internal consultation with County Council and South Downs National Park Authority planning officers 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)	None
Author	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Independence in Later Life

Director of Adults' Services

Commissioning of Hospital Discharge Care Service

Health and Social Care in West Sussex are working together to develop and implement a pathway for people who are medically fit for discharge from acute hospitals but who may

have continuing health or social care needs. People meeting these criteria and who do not require 24 hour care would be supported to return home immediately through this 'Home First' pathway without having their care needs assessed in hospital. The service will provide support to meet people's immediate needs at home whilst an assessment is completed. Following this assessment the need for ongoing support will then be considered. The aim will be to maximise the use of community support and to enable people to remain living as independently as possible.

The decision will be to commission hospital discharge social care services, which will form one part of the multi-agency support that will be provided to patients on their return home. This includes plans to provide a county wide cohesive service that aligns with health services and enables the 'Home First' care pathway to be fully implemented across West Sussex.

The Director for Adults Services will be asked to approve the initial funding for the hospital discharge care provision and to approve the commencement of a procurement process to source the service for when people leave hospital through this pathway. The service should be in place by April 2020 but an interim solution is planned for October 2019.

Decision By	Paul McKay - Director of Adults' Services
West Sussex Plan priority	Independence in Later Life
Date added to Forward Plan	1 July 2019
Decision Month	July 2019
Consultation/ Representations	Procurement Board, Legal, Finance Representations concerning this proposed decision can be made to the Director of Adults Services, via the officer contact, in the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Contract Arrangements - In House Adult Social Care

The Cabinet Member for Adults and Health is asked to agree to the commencement of a procurement process starting in August 2019 to secure a contract relating to the provision for the redevelopment of Chestnuts and Judith Adams Adult Day care centres in West Sussex for delivery of work for February 2020.

The existing centres are under capacity and not suitable with maintenance and compliance issues. Therefore, the centres can't be used to their full capacity. This redevelopment would allow for an increase in numbers from the Wrenford Day Centre and this site returned to the West Sussex County Council's development team.

Funding will be provided by Capital Programme allocation of £3million.

The procurement will be conducted using an open book tender and a decision will be based on quality and cost. A pre-tender exercise will be undertaken to determine quality of contractors prior to inviting to tender.

The Cabinet Member for Adults and Health will be asked to agree the allocation of funds from 'Choices for the future' capital programme for the total value of the overall project which is estimated at £2.6 million and the commencement of procurement. The award of contract will be delegated to the Director of Adult Services.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Late Life
Date added to Forward Plan	1 July 2019
Decision Month	July 2019
Consultation/ Representations	Capital Assets Board, Procurement Board, Legal, Finance Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, in the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Simon Starns Tel: 033 022 23706
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Development of an Extra Care Housing Scheme in East Grinstead
<p>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.</p> <p>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</p>

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 will be 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, following the implementation of a business case and necessary approval arrangements to ensure that the required capital resources are available.

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

A Council that works for the Community

Cabinet Member for Finance and Resources, Leader

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	Mr Hunt, Ms Goldsmith - Cabinet Member for Finance and Resources, Leader
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 proposal can be made to the Leader and/or the Cabinet Member for Finance and Resources via the officer contact.
Background Documents (via website)	None
Author	Fiona Morris Tel: 033 022 23811
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Finance and Resources

Review of Property Holdings (Rolling Entry)	
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.	
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	Internal and local members as required. Representation can be made to the Cabinet Member for Finance and Resources or via the officer contact.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
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	July 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 Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Director of Environment and Public Protection

Building Maintenance Services Contract Award

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.

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 [FR05 \(18/19\)](#), 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.

Decision By	Steve Read - Director of Environment and Public Protection
West Sussex Plan priority	A Council that works for the Community

Date added to Forward Plan	17 June 2019
Decision Month	July 2019
Consultation/ Representations	Internal and external stakeholders, the incumbent supplier, market suppliers and BWA consultancy. Cabinet Member for Corporate Relations. 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.
Background Documents (via website)	None
Author	Tony Farrant Tel: 22795
Contact	Suzannah Hill 033 022 22551

Cabinet Member for Finance and Resources

Commissioning of a Commercial Property Agent	
<p>The Cabinet Member for Finance and Resources will be asked to consider the commissioning of commercial property agent.</p> <p>The County Council's Future West Sussex Plan set out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. To do this the Council needs to find new and innovative ways of creating additional revenue to maintain and improve standards in the delivery of essential public services. The County Council aims to take a strategic approach to generate sustainable income streams and providing opportunity for capital growth by investing in commercial property.</p> <p>The County Council commenced a programme to acquire commercial investments following approval of its Asset Management Strategy in September 2018 and has since acquired two commercial investment properties for revenue return, one in Crawley in November 2018 and one in Hove in February 2019. Procurement of a Commercial Property Agent is now proposed via a mini competition from the Homes and Community Agency's Consultant Technical Panel – Property. The Agent will acquire additional property for the portfolio and manage the portfolio, including provision of advice on performance, lease renewal negotiations and rent review negotiations.</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 July 2019
Decision Month	July 2019
Consultation/	County Council Capital and Asset Board

Representations	Representation can be made to the Cabinet Member for Finance and Resource during the 28 day period prior to the date by which the decision can be taken.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel 033 022 22551

Cabinet Member for Finance and Resources

Recommissioning of Valuation, Rating and Estate Management Consultancy Services	
<p>The Cabinet Member for Finance and Resources will be asked to endorse the re-commissioning of three contracts for services to support the Asset Management and Estates function.</p> <p>Agricultural Estate Management - This contract is for the provision of landlord management covering West Sussex farms and other agricultural premises. The County Council is responsible for 115 tenancies across the smallholdings estate, licences, farms and land parcels let out on business farm tenancies, totalling 1300 plus acres. The current contract is due to expire on 31 March 2020.</p> <p>Asset Valuations - This contract is for the provision of obligatory asset valuations. The County Council owns 900 plus assets, which are valued in 5 year' cycles. Valuations are also required on an ad-hoc basis for market appraisals and red-book valuations. The current contract is due to expire on 31 March 2020.</p> <p>Non-Domestic Rating Assessments - This contract includes the rate negotiation and appeals services. The current contract is due to expire on 31 March 2020.</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 July 2019
Decision Month	July 2019
Consultation/ Representations	County Council Capital and Asset Board Representation can be made to the Cabinet Member for Finance and Resource during the 28 day period prior to the date by which the decision can be taken.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605

Contact	Suzannah Hill Tel 033 022 22551
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Cabinet Member for Safer, Stronger Communities

Procurement: Central Buying Consortium Library Group	
<p>West Sussex County Council (WSCC) is the lead authority for library books and other library Services, on behalf of the Central Buying Consortium (CBC). The CBC Library Group consists of 19 of the CBC members and a further 29 Associated Member Local Authorities. The current Framework Agreement for Library Books and Audio - Visual materials is due to expire in March 2020 and the CBC Library Group has requested that the Framework is renewed for up to a further four years.</p> <p>The Associate Members pay a management fee to WSCC of 1% of all spend. The latest figures show this amounts to £61,000 per annum. It is anticipated that new Associate Members will join with an additional spend of approximately £1.4M but in general the spend on Library books UK wide is trending down so the income may not rise significantly.</p> <p>The Framework will be available for the provision of Adult fiction library books/Adult non-fiction and reference library books/Children’s library books/DVDs and CDs.</p> <p>The Cabinet Member for Safer Stronger Communities will be asked to agree the commencement of the procurement and delegate the management of the contracts awarded to the Director of Communities.</p>	
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	1 July 2019
Decision Month	August 2019
Consultation/ Representations	n/a Representation can be made to the Cabinet Member of via the contact officers by the beginning of the month in which the decision is to be made.
Background Documents (via website)	None
Author	Linda Jones Tel: 033 022 28559
Contact	Erica Keegan 033 022 22650

Cabinet Member for Corporate Relations

Procurement of a Business Management Solution
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The Council's core back office support services, Payroll, Human Resources and Finance currently rely on a system provided by SAP SE which was acquired in 2001. It is necessary to replace this system as the current one cannot meet future business needs. The support and maintenance contract ends in 2021 and SAP has given notice that it will no longer support the current version of the system from 2025.

The Cabinet Member will be asked to endorse a procurement process for a replacement business management solution and to delegate authority to the Director Finance and Support Services to award the contract.

Decision By	Mr Lanzer - Cabinet Member for Corporate Relations
West Sussex Plan priority	A Council that works for the Community
Date added to Forward Plan	25 June 2019
Decision Month	September 2019
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Katharine Eberhart Tel: 033 022 22682
Contact	Suzannah Hill 033 022 22551