



# 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: 1 August 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>			
5	Cabinet Member for Children and Young People	Adoption of an Improvement Plan for Children's Services	August 2019
5	Cabinet Member for Children and Young People	Children's Residential Care Strategy	September 2019
6	Cabinet Member for Education and Skills	Allocation of Funding for Investment in Site Security and Fencing Improvements in West Sussex Maintained Schools	September 2019
7	Interim Executive Director Resource Services	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	September 2019
8	Interim Executive Director Resource Services	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	September 2019
9	Cabinet Member for Children and Young People	Formation of a Regional Adoption Agency	September 2019
10	Cabinet Member for Education and Skills	Small Schools Assessment	September 2019
11	Cabinet Member for Education and Skills	Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	September 2019
11	Cabinet Member for Education and Skills	Expansion of Manor Green Primary School, Crawley	October 2019
12	Interim Executive Director Resource Services	Award of Contract for the expansion of Manor Green Primary School, Crawley	October 2019
13	Cabinet Member for Education and Skills	SEND and Inclusion Strategy 2019-2024	October 2019
 <b>A Prosperous Place</b>			
14	Cabinet Member for Highways and Infrastructure	Framework for managing planned events on West Sussex highways	August 2019
15	Director of Highways,	A2300 Corridor Improvements - submission	September

	Transport and Planning	of full business case and award of construction contract(s)	2019
16	Director of Highways, Transport and Planning	A29 Realignment Scheme - award of design contract	September 2019
17	Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	November 2019



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

18	Cabinet Member for Adults and Health	Procurement of Public Health Services	July 2019
19	Chief Fire Officer	Award of Contract: Provision of 35 Vehicles for Flexi Duty System Staff (Fire)	August 2019
20	Director of Public Health	Award of Integrated Sexual Health Services Contract	September 2019
20	Cabinet Member for Adults and Health	Commissioning of Local Healthwatch and Independent Complaints Advocacy Service	September 2019
21	Cabinet Member for Environment	Shoreham Harbour Joint Area Action Plan	September 2019
22	Cabinet Member for Environment	Soft Sand Review - Proposed Submission Draft	September 2019
23	Executive Director Place Services	Worthing Community Hub Award of Contract	October 2019
24	Cabinet Member for Environment	Electric Vehicle Strategy	December 2019
25	Chief Fire Officer	Award of Contract for Diesel Fuel	September 2019



### **Independence in Later Life**

26	Director of Adults' Services	Commissioning of Hospital Discharge Care Service	August 2019
27	Cabinet Member for Adults and Health	Development of an Extra Care Housing Scheme in East Grinstead	September 2019
28	Director of Adults' Services	Award of Contract for In House Adult Social Care Programme (Part A (Judith Adams & Chestnuts Renovation))	October 2019



### **A Council that works for the Community**

28	Cabinet Member for Finance and Resources, Leader	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
29	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between April 2019 and March 2020
30	Cabinet Member for Finance and Resources	Commissioning of a Commercial Property Agent	August 2019
30	Executive Director Place Services	Appointment of design team - Horsham Blue-light Centre	August 2019
31	Cabinet Member for Safer, Stronger Communities	Procurement: Central Buying Consortium Library Group	August 2019
32	Cabinet Member for Corporate Relations	Procurement "Soft" Facilities Management Services Contract	August 2019
33	Cabinet Member for Corporate Relations	Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme	September 2019
34	Cabinet Member for Corporate Relations	Procurement of a Business Management Solution	September 2019
<b>Strategic Budget Options 2020/21</b>			
35	Cabinet Member for Education and Skills	Creation of Additional Special Support Centres in Schools - Phases 2 and 3	November 2019
36	Cabinet Member for Education and Skills	Reduction in the Post-16 Support Service	November 2019
36	Cabinet Member for Safer, Stronger Communities	Review Community Hubs Library Offer	November 2019
37	Cabinet Member for Adults and Health	Local Assistance Network (LAN)	November 2019
38	Cabinet Member for Adults and Health	Review of In-house Residential Care	November 2019
39	Cabinet Member for Environment	Household Waste Recycling Sites - mobile service and charging for DIY waste	November 2019
40	Cabinet Member for Environment	Reduction in Funding for Recycling Credits	November 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>	August 2019
<b>Consultation/ Representations</b>	<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>
<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

### Cabinet Member for Children and Young People

<b>Children's Residential Care Strategy</b>
The County Council is reviewing its requirements for the provision of residential care

services for children, including children looked after and those in need of support.

In autumn 2018, three of the County Council's in-house residential care establishments were taken out of service in response to concerns about the quality of services available from them. The remaining establishments continue to provide a good service. They are not sufficient to meet service needs.

The review is identifying the overall needs of children for whom the County Council is expecting to provide support and to consider what form of residential support best meets those needs and the outcomes the County Council seeks for children and young people. Initial proposals have been endorsed but these require further work on feasibility, design and investment. This work is underway based on an initial draft strategy. Proposals for the three closed homes are prioritised as the first phase (to December 2019) of the overall plan for the service, with the three open homes to be focused on in the second phase (July 2020 to July 2021).

The strategy will propose a strategic framework and service model which seek to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It will support the most vulnerable children in the county by keeping them close to home and providing services designed to support both them and their families.

The Cabinet Member for Children and Young People will be asked to approve the residential care strategy and endorse the implementation plan and investment required as part of the overall improvement journey for Children's Services.

<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>	1 August 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	Children and Young People's Services Select Committee (to be considered by the Committee's Business Planning Group)  Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Catherine Galvin Tel: 033 022 24869
<b>Contact</b>	Wendy Saunders Tel: 0330 222 2553

#### **Cabinet Member for Education and Skills**

#### **Allocation of Funding for Investment in Site Security and Fencing Improvements in West Sussex Maintained Schools**

The County Council has 284 school sites making up 29% of the total Council estate. Current funding available in the Capital Programme for schools is solely for the purposes of Basic Need (increasing school places) and Capital Maintenance (condition issues).

Following distribution of the County Council School Lockdown Policy, which provides guidance on managing the safety of staff and pupils during a potential incident, and as a result of individual school risk assessments, a number of schools have requested exceptional support with funding improvements to school sites which directly link with ensuring the safeguarding of the children in their care. These requests mainly relate to the need for improved boundary fencing to secure the school site. Current funding devolved to schools direct, i.e. Devolved Formula Capital Grant is not proving sufficient to fully fund these works.

The Capital Maintenance budget for the 2019/20 year is fully committed, therefore a specific capital allocation is sought to enable improvements to be carried out at a number of school sites to minimise the risk to pupils and staff of intruders and/or to ensure the site is sufficiently secure to ensure our most vulnerable pupils are safe and secure whilst on site.

The Cabinet Member for Education and Skills will be asked to approve the allocation of £619,000 for funding these works to be financed from future years' Schools Capital Maintenance budgets.

<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	11 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	Schools  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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - Tel - 033 022 22553

### **Interim Executive Director Resource 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>	Richard Ennis - Interim Executive Director Resource 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

### **Interim Executive Director Resource 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>	Richard Ennis - Interim Executive Director Resource 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

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

<b>Formation of a Regional Adoption Agency</b>	
<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 &amp; 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>	
<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>	1 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	<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>
<b>Background Documents</b> (via website)	None

<b>Author</b>	Wendy Wood Tel: 033 022 25340
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Cabinet Member for Education and Skills**

<b>Small Schools Assessment</b>	
<p>The West Sussex County Council School Effectiveness Strategy 2018-22 sets out the need for a diverse supply of strong schools across the county. It highlights that, where schools are identified as being at risk, in terms of their viability for optimum quality of provision, options for change need to be considered.</p> <p>A high level impact assessment is being undertaken to ascertain whether any schools may reasonably be considered to be at risk in relation to factors which represent indicators for viability and meet the case for consideration for change, namely federation, merger, relocation or closure, when assessed against the Department for Education statutory guidance.</p> <p>The Cabinet Member for Education and Skills will be asked to consider the outcome of this assessment work and determine the next steps, including engagement and undertaking consultation should specific proposals emerge that may lead to change at the following schools:-</p> <ul style="list-style-type: none"> <li>• Clapham and Patching CE Primary School, Clapham, Worthing</li> <li>• Compton and Upmarden CE School, Compton, Chichester</li> <li>• Rumboldswyke CE Infants School, Chichester</li> <li>• Stedham Primary School, Stedham, Midhurst</li> <li>• Warninglid Primary School, Warninglid, Haywards Heath</li> </ul>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	11 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	<p>Schools Governing Bodies Diocese of Chichester Education Parents and Carers Children and Young People's Services Select Committee – 11 September 2019</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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Graham Olway Tel: 033 022 223029

<b>Contact</b>	Wendy Saunders - Tel - 033 022 22553
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### **Cabinet Member for Education and Skills**

<b>Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery</b>	
<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>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in LIfe
<b>Date added to Forward Plan</b>	1 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	<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>
<b>Background Documents</b> (via website)	Cabinet Member Decision ES18(18/19)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Cabinet Member for Education and Skills**

<b>Expansion of Manor Green Primary School, Crawley</b>
The Special Educational Needs and Disability (SEND) Strategy 2016-2019 aims to

provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision to meet two specific areas of SEND - Autistic Spectrum Condition and Social, Emotional and Mental Health.

Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley ([Decision reference ES16 \(18/19\)](#)). The school caters for a wide-range of Special Educational Needs, particularly for children with moderate and severe learning difficulties, complex social and communication difficulties or those who have been identified as having an Autistic Spectrum Condition. The increase in space would enable the school to increase planned places by 36 from 164 to 200.

To accommodate the additional pupils two further classrooms will need to be built. The feasibility work for the project has now been completed. Following detailed design and a competitive tendering exercise the Cabinet Member will be asked to approve the allocation of the funds required to enable the project to proceed.

<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	5 July 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	School, parents and local residents, Borough Council. Cabinet Member for Finance and Resources.  Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision Report
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Interim Executive Director Resource Services**

#### **Award of Contract for the expansion of Manor Green Primary School, Crawley**

Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley (Decision reference [ES16 \(18/19\)](#)). The school caters for a wide-range of Special Educational Needs, particularly for children with moderate and severe learning difficulties, complex social and communication difficulties or those who have been identified as having an Autistic Spectrum Condition.

The increase in space would enable the school to increase planned places by 36 from 164 to 200.

To accommodate the additional pupils two further classrooms will need to be built. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable this project to proceed and to delegate authority to the Executive Director Resource Services to award the contract for the works.

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

<b>Decision By</b>	Richard Ennis - Interim Executive Director Resource Services
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	School  Representations concerning this proposed decision can be made to the Interim Executive Director Resource 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 - Tel: 033 022 22553

### **Cabinet Member for Education and Skills**

#### **SEND and Inclusion Strategy 2019-2024**

West Sussex County Council has been developing a new Strategy to support the inclusion of all children and young people, particularly those with Special Educational Needs and Disabilities (SEND). This Strategy builds on the County Council's current SEND Strategy for 2016-2019 and the outcomes of the 2018 Ofsted/CQC SEND Local Area Inspection.

The new SEND and Inclusion Strategy for West Sussex 2019-2024 has been co-produced with key stakeholders including education representatives, parents and carers. The draft Strategy has been the subject of public consultation to seek feedback on the proposed vision, priorities and activities by which the Council will shape its work and decisions in relation to SEND over the next five years, and to inform the development of the new Strategy.

The Cabinet Member for Education and Skills will be asked to consider the outcome of the consultation and approve the Strategy and Implementation Plan for publication.

<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	11 July 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	<p>Early Years Providers  Schools  Further Education Colleges  Parents and Carers  Health representatives  Social care representatives  Cabinet Member for Children and Young People  Children and Young People's Services Select Committee – 11 September 2019</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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Helen Johns Tel: 07715 616560
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

## A Prosperous Place

### Cabinet Member for Highways and Infrastructure

<b>Framework for managing planned events on West Sussex highways</b>	
<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>	
<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>	August 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

### **Director of Highways, Transport and Planning**

<b>A2300 Corridor Improvements - submission of full business case and award of construction contract(s)</b>	
<p>The Department for Transport (DfT) has allocated, in principle, £17m of Local Growth Fund (LGF) to support the delivery of the A2300 corridor improvements scheme, subject to submission and approval of a full business case. Following the submission of an outline business case by the County Council in June 2018, £1.70m of the LGF was provided by the DfT to assist with the design and development of the full business case.</p> <p>In June 2019, the Cabinet Member for Highways and Infrastructure <a href="#">delegated authority</a> to the Director of Highways, Transport and Planning to submit the full business case and to award the construction contract to the selected contractor.</p> <p>The Director of Highways, Transport and Planning will be asked to submit the full business case and, following approval of the full business case by the DfT, to award the construction contracts to the selected contractor.</p>	
<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	<p>Public engagement was undertaken in autumn 2018.</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the</p>

	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>	Hiong Ching Hii Tel: 033 022 22636
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Director of Highways, Transport and Planning

<b>A29 Realignment Scheme - award of design contract</b>	
<p>The proposed A29 Realignment Scheme will deliver a 4.34km road to the east of Eastergate, Westergate and Woodgate villages. The new road alignment will provide the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The new road will also alleviate traffic congestion along the existing A29, notably at the Woodgate level crossing which causes delays on to a key access route into Bognor Regis.</p> <p>Subject to the approval of the Transport Business Case by the Coast to Capital Local Enterprise Partnership (C2CLEP), the County Council will enter into a Funding Agreement with the C2CLEP for the entire scheme, which will be delivered in at least two phases. This decision relates to phase one between the A29, Fontwell Avenue and the B2233, Barnham Road.</p> <p>In February 2019, the Cabinet Member for Highways and Infrastructure <a href="#">delegated authority</a> to the Director of Highways and Transport to tender, procure and award the services of design and build and contract administration from the approved list of contractors on the Highways and Transport Frameworks.</p> <p>Following the competitive tender exercise, the Director of Highways, Transport and Planning will be asked to award the design and build and contract administration contract to the selected contractor.</p>	
<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	<p>Public consultation took place between 26 February – 26 April 2019</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b>	None



(via website)	
<b>Author</b>	Elaine Martin Tel: 033 022 24105
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Executive Director Place Services

<b>Worthing Public Realm Works - Adur and Worthing Growth Programme</b>	
<p>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) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.</p> <p>Portland Road was identified as the first phase with South Street following on later. Following the working up of the preliminary designs for Portland Road the detailed costs to deliver the scheme rose from the initial options appraisal estimate of £1m to £2.7m. This was based on extensive public consultation and work with the Worthing Town Centre Improvements Project Board. Portland Road is still deliverable within the WSSCC committed growth funding, but the increased cost of Portland Road had an implication on the phasing of the public realm package and what the WSSCC capital can deliver within this.</p> <p>Following a public realm board meeting on 6th June it was decided that the initial South Street preliminary design work should be paused, with the exception of the completion of a bus operational study, and pushed back to later in the phasing plan when CIL money will become available. The remaining preliminary design funds were instead diverted to complete the detailed design work for Portland Road to get it ready for contract tender and procurement and delivery.</p> <p>The remaining capital allocated to the public realm programme will allow WSSCC to bring forward the Railway Approach scheme in the public realm package phasing plan and deliver it (estimated at £1.3m to deliver) instead of South Street (estimated at £4m to deliver).</p> <p>Railway Approach is a pivotal scheme in the public realm package outside of Worthing Station. It will improve the accessibility of the station and links through to the town centre enhancing the resident and visitor experience of Worthing and help to provide a greater sense of place on arrival.</p> <p>WBC committed to forward fund part of the design costs for Railway Approach so that design work could start immediately.</p> <p>The Executive Director of Place Services will be asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme and to proceed with the design of the Railway Approach public realm scheme.</p>	
<b>Decision By</b>	Lee Harris - Executive Director 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>	November 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

### Cabinet Member for Adults and Health

<b>Procurement of Public Health Services</b>	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<b>Decision By</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	1 July 2019

<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Kate Bailey Tel: 033 022 28688
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Chief Fire Officer

<b>Award of Contract: Provision of 35 Vehicles for Flexi Duty System Staff (Fire)</b>	
<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>	
<b>Decision By</b>	Neil Stocker - Chief Fire Officer
<b>West Sussex Plan priority</b>	A Strong Safe and Sustainable Place
<b>Date added to Forward Plan</b>	1 July 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	Cabinet Member for Stronger, Safer Communities  Representation can be made via the officer contact by the beginning of the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel 033 022 22650

## Director of Public Health

### Award of Integrated Sexual Health Services Contract

In May 2019, the Cabinet Member for Adults and health approved the commencement of a joint procurement process, with NHS England, to secure the provision of Integrated Sexual Health and HIV Treatment Services in West Sussex (Cabinet Member decision reference AH03 19/20).

The total value of the contract to the County Council for the integrated sexual health service, funded through the public health grant, is approximately £21.5m for five (5) years (including an extension period). HIV services are fully funded by NHS England.

Once the procurement process is complete, which is compliant with West Sussex Standing Orders and European Union Procurement Directives, the Director of Public Health will be asked to approve the award of the Contract for the provision of Integrated Sexual Health and HIV Treatment services to the successful bidder.

<b>Decision By</b>	Anna Raleigh - Director of Public Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	Initial scrutiny and consultation was undertaken by the Health & Adult Social Care Select Committee on 30 November 2018.  Representations should be made to the Director of Public Health at County Hall, Chichester by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Procurement of Integrated Sexual Health Services AH03 19/20
<b>Author</b>	Paul Woodcock Tel: 033 022 28701, Moira Jones Tel: 033 022 28694
<b>Contact</b>	Erica Keegan 0330 222 6050

## Cabinet Member for Adults and Health

### Commissioning of Local Healthwatch and Independent Complaints Advocacy Service

The Local Healthwatch (LHW) service is the local 'Consumer Champion' for all NHS and Social Care services and is supported by the national body, Healthwatch England (HWE) part of the Care Quality Commission (CQC). The service's purpose is to understand the needs, experiences and concerns of people who use health and social care services and to speak out on their behalf. Local authorities have a duty under the Local Government and Public

Involvement in Health Act (2012) to ensure that an effective local Healthwatch and Independent Complaints Advocacy service is operating in their area delivering the activities set out in the legislation.

The Independent NHS Complaints Advocacy Service (IHCAS) is a client-centred, flexible service which supports anyone who wishes to resolve a complaint about healthcare commissioned and/or provided by the NHS in England.

The Cabinet Member for Adults and Health will be asked to endorse the commencement of a procurement to commission a local Healthwatch and Independent Complaints Advocacy Service and delegate the contract award to the Director of Public Health.

<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>	30 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	Internal governance arrangements Director of Law and Assurance Director of Finance and Support Services  Representations should be made to the Cabinet Member for Adults and Health at County Hall, Chichester by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Cameron Hill Tel: 0330 222 3574
<b>Contact</b>	Erica Keegan 0330 222 6050

### **Cabinet Member for Environment**

#### **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.

In August, the Cabinet Member for Environment will be asked to recommend that the County Council adopts the JAAP at its meeting on 18 October 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>	September 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

### **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.

<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>	1 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Rupy Sandhu Tel: 033 022 26454
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Executive Director 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>	Lee Harris - Executive Director 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>	October 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

### Cabinet Member for Environment

<b>Electric Vehicle Strategy</b>	
<p>Under the Automated and Electric Vehicles Bill, the government has announced plans to ban new petrol and diesel cars by 2040 and the Office for Low Emission Vehicles aims for all vehicles to be low-emission by 2050.</p> <p>The County Council needs to start preparing for this transition so that residents and businesses are able to take advantage of the opportunities on offer.</p> <p>This strategy will set out the County Council's vision for electric vehicles across the county and the interventions to deliver this vision.</p> <p>The strategy has been developed with guidance from a cross-party Members' Executive Task and Finish Group.</p> <p>The Cabinet Member for Environment will be asked to approve the Electric Vehicle Strategy.</p>	
<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place A Prosperous Place
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	December 2019
<b>Consultation/ Representations</b>	<p>Public Pre-Engagement Consultation (residents' survey) December 2018 - January 2019</p> <p>Public consultation on strategy - September 2019</p> <p>Environment, Communities and Fire Select Committee, 7 November 2019</p> <p>Internal consultation with County Council Officers</p> <p>Representations concerning this proposed decision can be made</p>



	to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Ruth O'Brien Tel: 033 022 26455
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Chief Fire Officer

<b>Award of Contract for Diesel Fuel</b>	
<p>There are 10 diesel fuel bunkers located around West Sussex that provide the Council with resilience at a time of national shortage and/or extreme weather.</p> <p>In May 2019 (OKD02 19/20), the Chief Fire Officer agreed to commence a collaborative procurement with Blue Light organisations in the Sussex/Surrey area to aggregate demand for the purchase and delivery of diesel fuel.</p> <p>Anticipated annual spend for the Council is £250,000 p.a. The proposed contract length is 30 months, starting from 1 October 2019.</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 be asked to approve the award of contract to the successful bidder.</p>	
<b>Decision By</b>	Neil Stocker - Chief Fire Officer
<b>West Sussex Plan priority</b>	A Safe Strong Sustainable Place
<b>Date added to Forward Plan</b>	1 August 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	<p>Internal</p> <ul style="list-style-type: none"> <li>• Head of Procurement and Contract Services</li> <li>• Principal Solicitor Commercial</li> <li>• Service Finance Manager</li> <li>• Fleet Manager</li> <li>• WSCC Sustainability Team</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Partners of the Surrey and Sussex Emergency Services Collaboration Programme</li> <li>• External Suppliers</li> </ul> <p>Representation can be made to the decision maker via the officer</p>

	contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Independence in Later Life

### Director of Adults' Services

<b>Commissioning of Hospital Discharge Care Service</b>	
<p>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.</p> <p>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.</p> <p>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.</p>	
<b>Decision By</b>	Paul McKay - Director of Adults' Services
<b>West Sussex Plan priority</b>	Independence in Later Life
<b>Date added to Forward Plan</b>	1 July 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	<p>Procurement Board, Legal, Finance</p> <p>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.</p>

<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 223748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

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

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

## Director of Adults' Services

### **Award of Contract for In House Adult Social Care Programme (Part A (Judith Adams & Chestnuts Renovation))**

The Cabinet Member for Adults and Health approved the allocation of funds from 'Choices for the Future' capital programme for the first part of the day services rationalization programme (Part A) which is estimated at £2.315m and the commencement of procurement on 1 August 2019.

The Director of Adult Services will be asked to award the contract to the successful contractor, to allow for the renovation of Judith Adams, Chichester and The Chestnuts, Bognor Regis Day Centres.

<b>Decision By</b>	Paul McKay - Director of Adults' Services
<b>West Sussex Plan priority</b>	Independance in Later Life
<b>Date added to Forward Plan</b>	1 August 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	Internal governance arrangements Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Director of Adults 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>	Simon Starns Tel: 033 022 23706
<b>Contact</b>	Erica Keegan Tel: 0330 222 6050

## **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.

<b>Decision By</b>	Mr Hunt, Ms Goldsmith - Cabinet Member for Finance and
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	Resources, 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>	
<p>As part of its capital programme management, in line with the County Council's West Sussex Asset Management <a href="#">Policy</a> and <a href="#">Strategy</a>, the Council continually reviews its property estate. This includes consideration of assets which are likely to become surplus to operational requirements, i.e. no longer needed. In addition, the Council acquires or develops assets to meet statutory and service requirements as well as the Council's wider purposes, including investment or to promote social and economic development opportunities. From time to time these activities give rise to decisions to purchase, dispose of or to develop an asset.</p>	
<b>Decision By</b>	Mr Hunt - Cabinet Member for Finance and Resources
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added to Forward Plan</b>	1 December 2017
<b>Decision Month</b>	Between April 2019 and March 2020
<b>Consultation/ Representations</b>	Internal and local members as required.  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**

<b>Commissioning of a Commercial Property Agent</b>	
<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 outs 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>	
<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 July 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	<p>County Council Capital and Asset Board</p> <p>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.</p>
<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

### **Executive Director Place Services**

<b>Appointment of design team - Horsham Blue-light Centre</b>
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West Sussex County Council and its partners are delivering a programme of transformational capital projects to deliver efficiencies in the use of the public estate across the County. The County Council is now in a position to progress a project to deliver a new operational fire station and blue-light training centre in Horsham through its detailed design phase and into Planning.

A procurement tender process is underway to appoint an appropriate contractor to progress the design. The contract is due to start in September 2019. In accordance with the delegated authority approved by Cabinet Member Decision FR22 (18/19), dated 21<sup>st</sup> March 2019, the Executive Director of Place Services will be asked to award and enter into a contract for the provision of design services with the most economically advantageous bidder.

<b>Decision By</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	External and internal stakeholders. Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nick Burrell Tel: 033 022 23881
<b>Contact</b>	Suzannah Hill Tel: 033022 22551

### **Cabinet Member for Safer, Stronger Communities**

#### **Procurement: Central Buying Consortium Library Group**

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.

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.

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.

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.	
<b>Decision By</b>	Mrs Russell - Cabinet Member for Safer, Stronger Communities
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added to Forward Plan</b>	1 July 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Linda Jones Tel: 033 022 28559
<b>Contact</b>	Erica Keegan 033 022 22650

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

<b>Procurement "Soft" Facilities Management Services Contract</b>	
<p>The County Council provides soft Facilities Management services throughout the corporate estate. It also makes these contracts accessible to schools to buy in to at their discretion. The current contracts for cleaning, security and grounds maintenance will expire in October 2020.</p> <p>The scope of the new contracts, in addition to the core services listed above will include the provision of washroom consumables and associated services relating to cleaning, hygiene and confidential waste disposal in the Council's office buildings.</p> <p>The Cabinet Member will be asked to agree to the commencement of a compliant tender process and to delegate to the Executive Director of Resources the authority to award contracts to the value of £2m per annum.</p> <p>It is proposed that the procurement tender process will commence in August 2019, the contract to be awarded in June 2020 and commence on 1 October 2020.</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>	5 July 2019



<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	Internal and external stakeholders, the incumbent supplier and market suppliers.  Representations concerning this proposed decision can be made to the Cabinet Member for Corporate Relations 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>	Mike O'Horan
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

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

<b>Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme</b>	
<p>The County Council recognises the strategic importance of next generation connectivity that can facilitate the delivery of future public services and improve the local economy. Ultrafast (gigabit) broadband is the next generation of connectivity, capable of delivering speeds of 1Gb (1000Mb) or more using pure optical fibre. In partnership with all district and boroughs (through the West Sussex Full Fibre Programme Board), the County Council is working to make this infrastructure more readily available and have agreed to use funding from the business rate retention pilot for a West Sussex Full Fibre Programme.</p> <p>The Programme is bidding for additional funding to support two projects:</p> <ol style="list-style-type: none"> <li>1.The County Council is leading the "Converged Fibre Connectivity" bid to the Coast to Capital Local Enterprise Partnership's (LEP) Growth Deal funding. This will connect public sector sites in the first instance and also provide an open access duct and/or fibre spine that connects Crawley (including Manor Royal), Horsham and Haywards Heath to the Burgess Hill Fibre Exchange (BHFX) and link to the Brighton Digital Exchange and the Brighton 5G Fibre Ring. This should lower the cost of private investment in the roll out of full fibre network for residents and businesses.</li> <li>2. The County Council is also supporting the "Gigabit Coast" project led by Adur and Worthing Councils which will connect a number of council assets to create or enhance the digital public realm in Worthing.</li> </ol> <p>If successful, these bids, will require match funding from councils of up to £1.65 million per project directly or via the business rates retention pilot and both need endorsement by the West Sussex Full Fibre Programme Board.</p> <p>The Cabinet Member is asked at this stage to endorse match funding for the 'converged fibre connectivity' (project 1.above) from the business rates retention pilot held within the Cabinet Member's capital programme provision if (i) the Growth Deal funding is awarded to the bid and (ii) if agreed by the West Sussex Full Fibre Programme Board.</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>	30 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	District and Borough partners and LEP members through bids. Representation can be made via the officer contact from the beginning of the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Sarah Bazen Tel: 033022 22374
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

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

<b>Procurement of a Business Management Solution</b>	
<p>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.</p> <p>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.</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>	25 June 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	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  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.
<b>Background Documents</b>	None

(via website)	
<b>Author</b>	Katharine Eberhart Tel: 033 022 22682
<b>Contact</b>	Suzannah Hill 033 022 22551

## Strategic Budget Options 2020/21

### Cabinet Member for Education and Skills

<b>Creation of Additional Special Support Centres in Schools - Phases 2 and 3</b>	
<p>In December 2018 the Cabinet Member for Education and Skills took a <a href="#">decision</a> (reference ES15 (18/19)) to approve Phase 1 of a scheme to develop additional Special Support Centres (SSCs) attached to maintained schools. SSCs are units which provide additional support for children with various types of Special Educational Needs and Disabilities (SEND).</p> <p>It is proposed that the County Council now progresses with Phases 2 and 3 of the development scheme which would involve the creation of up to eight additional SSCs in mainstream schools, generating an extra 84 places for those children with high functioning autism and social, emotional and mental health difficulties.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the proposal to progress the implementation of Phases 2 and 3 of the Special Support Centre Investment Programme.</p>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	<p>Schools Cabinet Member for Finance and Resources Children and Young People’s Services Select Committee – 23 October 2019</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>
<b>Background Documents</b> (via website)	<p>Cabinet Member Decision - ES15 (18/19) Cabinet Papers - 11 July 2019</p>
<b>Author</b>	Helen Johns Tel: 07715 616560
<b>Contact</b>	Wendy Saunders - Tel - 033 022 22553

## Cabinet Member for Education and Skills

### Reduction in the Post-16 Support Service

The post-16 support service works with those young people not in employment, education or training (NEET). The service assists with carrying out the statutory requirement of tracking those individuals who are NEET and supports greater participation through the organisation of Careers/Apprenticeship Fairs across the county and arranges the Apprenticeship Graduation Ceremony.

The funding of the service is currently supplemented by the European Structural and Investment Fund (ESIF) project which is a joint scheme with Brighton and Hove City Council. The programme finishes on 31 December 2020.

NEET tracking is the statutory element of the work carried out by the post-16 support service, therefore, once the ESIF funding ceases it is proposed that, as well as ESIF fixed term contracts coming to an end, the County Council will reduce the level of service provided. Work is progressing on assessing the impact of options – from a reduction in the level of service to complete withdrawal of the service.

The Cabinet Member for Education and Skills will be asked to assess the outcome of this work and approve a proposal to either reduce or withdraw the post-16 support service.

<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Staff Unions Children and Young People's Services Select Committee – 23 October 2019  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.
<b>Background Documents</b> (via website)	Cabinet Papers
<b>Author</b>	Danny Pell Tel: 033 022 22144
<b>Contact</b>	Wendy Saunders - Tel - 033 022 22553

## Cabinet Member for Safer, Stronger Communities

### Review Community Hubs Library Offer

To consider reviewing service levels and forms of service delivery for library services in areas of reduced demand. Options will include:

- a. reducing opening hours, removing the rural Mobile Library service and other logistical changes
- b. Using the Community Hubs programme to accelerate options to share space and bring services together under one roof so that services in communities are maintained more economically

Relevant community and staff consultation will be undertaken and wherever possible staff savings will be through natural turnover. The service priority will be to protect and support those most vulnerable in our communities.

The Cabinet Member for Safer Stronger Communities will be asked to approve options from those which are developed.

<b>Decision By</b>	Mrs Russell - Cabinet Member for Safer, Stronger Communities
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Service users, elected members and staff and the Environment Communities and Fire Select Committee.  Representations concerning this proposed decision can be made to the Cabinet Member for Safer, Stronger Communities via the author of 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 - 033022 26050

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

<b>Local Assistance Network (LAN)</b>	
<p>The Local Assistance Network (LAN) was established in 2013 to replace a number of discretionary benefits for households in crisis situations which had previously been available through the benefits system. A ring-fenced grant to support this spending was originally provided by the Department of Work and Pensions but this was removed in 2015. Although the scale of the County Council's commitment has reduced since then, and following a Cabinet Member decision in December 2018, the LAN budget is currently £200,000 per annum.</p> <p>The Cabinet Member will be asked to agree to the further reduction of Local Assistance Network (LAN) funding to £100,000 per annum from 2020/21.</p>	
<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>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	District and Borough Councils and Voluntary Sector Partners. Representations should be made to the Cabinet Member for Adults and Health at County Hall, Chichester by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Sarah Farragher Tel: 033 022 28403
<b>Contact</b>	Erica Keegan - 0330 22 26050

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

<b>Review of In-house Residential Care</b>	
<p>Through the commissioning plans for lifelong and older people's services, the County Council will move towards a reduction in the reliance on residential care and an increase in community-based care and accommodation that supports independence. This will include a review of the Council's in-house service in line with the adult social care vision and strategy and the need to develop and shape the care market. The outcome will be a strategy for accommodation services for adults.</p> <p>The principles of the review and development of the strategy will be;</p> <ul style="list-style-type: none"> <li>• To increase access to new models of supported and independent living,</li> <li>• To review the position and place of in-house residential care in the market,</li> <li>• To enable people to stay in their own home as long as possible by commissioning effective carer support, respite/reablement, access to employment and community-based activities,</li> <li>• Using a strengths-based approach to improve value for money and support choice and control,</li> <li>• To support young people as they approach adulthood with realistic expectations,</li> <li>• To build long-term sustainable solutions based on expected future demand and capacity modelling and</li> <li>• To develop positive relationships with the market, delivering value for money across all aspects of care and support.</li> </ul> <p>We will engage with customers, carers and families as part of the review and development of a future strategy.</p> <p>The Cabinet Member for Adults and Health will be asked to approve the plans for the review of in-house residential care and the development of an accommodation strategy for adults and to agree arrangements for its implementation.</p>	
<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>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	<p>Customers, carers and families, Health and Adult Social Care Select Committee (HASC) (to be considered by HASC Business Planning Group) and market partners/service providers.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults &amp; Health via the author or officer contact 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>	Catherine Galvin Tel: 033 022 24869
<b>Contact</b>	Erica Keegan - 033 022 26050

### **Cabinet Member for Environment**

<b>Household Waste Recycling Sites - mobile service and charging for DIY waste</b>	
<p>The County Council suspended charging householders for the disposal of 'DIY waste' which includes construction/demolition type waste such as soil, hard-core and plasterboard waste at Household Waste Recycling Sites (HWRS) in September 2017 (<a href="#">decision ref ENV04 2017/18</a>). This was to await further central government guidance which, over two years later, is still not available. The government's 'Resources and Waste Strategy for England' published in December 2018 stated its intention to clarify the situation. WSCC's neighbouring authorities all make a charge for DIY waste which results in use of West Sussex sites by persons from outside the county and creates additional expense for the collection and disposal of such materials by the County Council.</p> <p>Before making a decision, the Cabinet Member Environment will take into account any further government advice and the impact of other measures to reduce use by persons from outside the county.</p> <p>A mobile household waste recycling service operates in Selsey and The Witterings and householders currently use the service to recycle green garden waste, wood, small metal and electrical items, paper and cardboard. The mobile service does not accept soil and hardcore or hazardous materials. Options for this service to be delivered in other ways will be explored before consideration is given to its withdrawal.</p>	
<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	Safer, Stronger Communities
<b>Date added to Forward Plan</b>	30 July 2019

<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	<p>The re-introduction of charges for the disposal of construction and demolition (DIY) waste has previously been subject to public consultation.</p> <p>Parish and town councils and community groups will be consulted about the mobile waste recycling service.</p> <p>Environment, Communities and Fire Select Committee</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>	Steve Read Tel: 033 022 22654
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Cabinet Member for Environment**

<b>Reduction in Funding for Recycling Credits</b>	
<p>Recycling credits are payments made to waste collection authorities by the County Council to support initiatives to increase recycling of waste where disposal costs for residual waste are achieved. The Council is committed to reduce the amount of residual waste and increase recycling.</p> <p>The Government has published its Waste and Resources Strategy which confirms the intent to require that food waste be collected and treated separately by 2023.</p> <p>The County Council has no legal obligation to pay recycling credits to District and Borough councils save in accordance with the criteria set out in Regulations. The Cabinet Member for Environment took the <a href="#">decision</a> to reduce aggregate recycling rate payments by £1m (from £5.6m to £4.6m in total) in 2019/20. The District and Borough councils were given notice that further reductions may follow depending on progress towards a higher performing service and on the County Council's overall financial position.</p> <p>Progress towards a comprehensive collection service review is slow albeit the County Council has maintained its offer to work with and help fund trialling separate food waste collections. Some progress has been made with some of the collection authorities.</p> <p>The Cabinet Member for Environment will be asked to approve further changes to the funding arrangements with District and Borough councils whilst meeting the requirements of the recycling credit provisions under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006.</p> <p>The options under consideration include removal of all credits except those that meet the above requirements over one or more years and a partial reduction where credits can be shown to provide an incentive to improved performance.</p>	



<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	District and Borough Councils in West Sussex Environment, Communities and Fire Select Committee  Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Steve Read Tel: 033 022 22654
<b>Contact</b>	Judith Shore Tel: 033 022 26052