

Forward Plan of Key Decisions

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

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet sitting in public. The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the County Council’s website 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. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except 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	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
Date added	The date the proposed decision was added to the Forward Plan.
Month	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Select Committee meetings.
Background Documents	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies 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

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance reviews the Council’s budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as ‘rolling decisions’.

Each month the Cabinet will consider the Council’s performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council’s budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 2 December 2019

Forward Plan Summary

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

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17	Cabinet Member for Highways and Infrastructure	Review of on-street parking charges and related policy - phase two	December 2019

18	Cabinet Member for Highways and Infrastructure	Transport for the South East: response to consultation on draft Transport Strategy	January 2020
19	Chief Fire Officer	Procurement of replacement wheelchair accessible mini buses	December 2019
20	Executive Director Adults and Health	Community Based Social Support Award of Contract	December 2019
21	Cabinet	Electric Vehicle Strategy	December 2019
22	Acting Executive Director Place Services	Worthing Community Hub Award of Contract	December 2019
23	Executive Director Adults and Health	Technology Enabled Care (TEC) Award of Contract	December 2019
24	Director of Public Health	Contract for Provision of Children, Young People and Adults, who use Alcohol and / or Drugs, their Families and Carers extension	December 2019
24	Executive Director People Services	Hospital Discharge Care Service Award of Contract	January 2020
25	Cabinet Member for Adults and Health	Supported Living Services Procurement	March 2020
26	Cabinet Member for Finance	Development of an Extra Care Housing Scheme in East Grinstead	December 2019
27	Cabinet Member for Adults and Health	Commissioning of Care and Support at Home	January 2020
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30	Cabinet	Lease of vacant residential properties to a Registered Provider	December 2019
31	Cabinet Member for Economy and Corporate Resources	Procurement "Soft" Facilities Management Services Contract	December 2019
31	Leader	Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme	December 2019
32	Acting Executive Director Place Services	Award of Contract for Self Service Library Kiosks	December 2019
33	Acting Executive Director Place Services	Central Buying Consortium Library Group Award of Contract	December 2019
34	Cabinet Member for Economy and Corporate Resources	Crawley Growth Programme: Approval of amendments to project funding allocations	January 2020
35	Cabinet Member for	Total Performance Monitor (Rolling Entry)	Between

	Finance, Leader		April 2019 and March 2020
35	Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2019 and March 2020
36	Cabinet	Creation of Additional Special Support Centres in Schools - Phases 2 and 3	December 2019
37	Cabinet	Review of Library Offer	December 2019
38	Cabinet	Local Assistance Network (LAN)	December 2019
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39	Cabinet Member for Finance	Review of Fees and Charges	January 2020
40	Cabinet	Reduction in the Post-16 Support Service	January 2020

Best Start in Life

Cabinet Member for Education and Skills

Southwater Infant and Junior Schools - Additional Funding Replacement Accommodation	
<p>In June 2018 the Cabinet Member for Education and Skills gave authority to commence a procurement to replace the modular teaching accommodation at Southwater Infant and Junior Schools to ensure the schools can continue to accommodate the demand for pupil places in the locality (decision reference ES03 (18/19)).</p> <p>Following full design which included submission and receipt of planning permission, detailed costings have now been sought which exceed the budget available.</p> <p>Following a detailed review of options, the Cabinet Member for Education and Skills will be asked to approve an increase in budget, funded from received Section 106 contributions, to allow the project to progress.</p>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	7 August 2019
Month	December 2019
Consultation/ Representations	Cabinet Member for Finance and Resources Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Carol Bruce Tel: 033 022 23055
Contact	Monique Tel. 033 022 22540

Director of Finance and Support Services

Award of Contract for the expansion of Manor Green Primary School, Crawley	
<p>Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley (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.</p>	

To accommodate the additional pupils two further classrooms will need to be built. The Cabinet Member for Education and Skills approved the allocation of funds required to enable this project to proceed and to delegate authority to the Director of Property and Assets to award the contract for the works - Decision ref: [ES05 \(19/20\)](#)

The Director of Property and Assets will be asked to award the construction contract to expand Manor Green Primary School.

Decision by	Andrew Edwards - Director of Finance and Support Services
West Sussex Plan priority	Best Start in Life
Date added	30 July 2019
Month	December 2019
Consultation/ Representations	School Representations concerning this proposed decision can be made to the Acting Chief Executive 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	Carol Bruce Tel: 033 022 23055
Contact	Monique Smart - Tel: 033 022 22540

Cabinet Member for Education and Skills

SEND and Inclusion Strategy 2019-2024	
<p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life

Date added	11 July 2019
Month	December 2019
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Helen Johns Tel: 07715 616560
Contact	Monique Smart - Tel: 033 022 22540

Cabinet Member for Education and Skills

Replacement All Weather Pitch at The Weald Community School, Billingshurst	
<p>The County Council has a statutory duty to provide sufficient primary and secondary school places for all children who need a place. As part of the secondary school curriculum, Physical Education is a core subject, and suitable provision is required to ensure a wide range of sport can be offered to ensure children are given the Best Start In Life.</p> <p>The Weald Community School, Billingshurst, has an All Weather Pitch facility which is in a deteriorating condition and is now at the end of its life. The pitch requires replacement to ensure continued provision for sport.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to replace the All Weather Pitch at The Weald Community School thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.</p>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	21 August 2019
Month	December 2019
Consultation/ Representations	School Cabinet Member for Finance and Resources

	Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills 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	Leigh Hunnikin Tel: 033 022 23051
Contact	Monique Smart - Tel: 033 022 22540

Cabinet Member for Education and Skills

School Funding 2020/21	
<p>In September 2017 the Government announced its plans to allocate funding to Local Authorities (LAs) for Schools and High Needs through a new National Funding Formula (NFF). It is the long term intention for mainstream schools to receive this funding directly from Government, but no date for this has yet been set. Until then the County Council is responsible for distributing funding to schools through its locally agreed formula. The County Council needs to review its local formula factors and unit values for the allocation of funding to mainstream schools to determine how best to make changes to move towards full NFF implementation.</p> <p>Finance regulations require that schools and academies are consulted about any proposals to change the local formula or other funding arrangements that may affect future school funding. Formal consultation with schools and academies about proposed changes for 2020/21 took place between 23rd October and 13th November 2019 and the outcome of this consultation is to be discussed by the Schools Forum at its meeting at the end of November.</p> <p>Along with proposals to change the local formula, the consultation also covered the potential transfer of funds from the Schools block to the High Needs block to address cost pressures in this budget.</p> <p>Following analysis of the responses from schools to the consultation proposals and the outcome of the consultation with the Schools Forum the Cabinet Member will be asked to consider whether to approve the changes to the distribution of funding for 2020/21.</p>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 December 2019
Month	January 2020
Consultation/ Representations	All West Sussex Maintained Schools and Academies Children and Young People's Services Select Committee 23 rd October 2019 Schools Forum : 28 th November 2019

	Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Schools Revenue Funding 2020 to 2021 Operational Guide
Author	Andy Thorne Tel: 03302223349
Contact	Monique Smart Tel: 033022 22540

Cabinet

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 Jupp - Cabinet
West Sussex Plan priority	Best Start in LIfe
Date added	1 July 2019
Month	January 2020
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	Monique Smart - 033 022 22540
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Cabinet

Small Schools Proposals	
<p>In September 2019 the Cabinet Member for Education and Skills took a decision (decision reference ES02(19/20)) to approve the commencement of a consultation in relation to proposals for change at the at all, none or any of the following schools:-</p> <ul style="list-style-type: none"> • Clapham and Patching CE Primary School, Clapham, Worthing • Compton and Up Marden CE School, Compton, Chichester • Rumboldswyke CE Infants' School, Chichester • Stedham Primary School, Stedham, Midhurst • Warninglid Primary School, Warninglid, Haywards Heath <p>The consultation is due to end in late November 2019. Following assessment of the outcome of the consultation, should specific proposals for any of the schools listed emerge, the Cabinet Member for Education and Skills will be asked to agree to launch a consultation seeking views on these specific proposals.</p>	
Decision by	Mr Jupp - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	25 October 2019
Month	January 2020
Consultation/ Representations	<p>Schools Governing Bodies Diocese of Chichester Education Parents and carers Small Schools Task and Finish Group Children and Young People's Services Select Committee 9 January 2019</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills 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	Graham Olway Tel: 033 022 23029
Contact	Monique Smart Tel: 033 022 22540

Cabinet Member for Children and Young People

Adoption of the West Sussex Children First Strategic Approach
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In collaboration with partners across West Sussex the County Council is developing a West Sussex Children First Strategic Approach. This will set out the direction and commitment for how partners in West Sussex will deliver a shared vision for children and young people placing children at the heart of all we do.

It will be a single over-arching strategic approach based on the West Sussex Plan, the Health and well-Being Strategy and Children's Services Practice Improvement Plan for Social Care as well as other key strategies where outcomes for children, young people and their families will be improved. It will set out how West Sussex will be a great place for children and young people, where all, including those who are vulnerable or disadvantaged, have the best possible start in life and are supported by the whole community to succeed.

The Cabinet Member for Children and Young People will be asked to approve the adoption of the West Sussex Children First Strategic Approach.

Decision by	Mrs Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	27 August 2019
Month	February 2020
Consultation/ Representations	Internal (County Council) and external partners including Health and Well-being Board; Local Safeguarding Partnership; Community Safety; Schools (primary and secondary) Health; Police; Children and Young People; District and Borough Councils. Children and Young People's Services Select Committee Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People 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	Ann Marie Dodds Tel: 033 022 29331
Contact	Wendy Saunders - Tel: 033 022 22553

Cabinet Member for Education and Skills

Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex and the Coordinated Scheme of Admissions

The County Council has a statutory duty to set the school admission arrangements for community and voluntary controlled schools in West Sussex and to publish a national scheme of coordination for all schools. The scheme of coordination allows parents to complete one application form to the authority in which they reside, this is to ensure that each child receives one offer of a school place. It is proposed that the coordinated scheme for the normal admission round remains the same for 2021

With regard to admission arrangements the proposal is to make changes to the oversubscription criteria in two areas, to include a higher priority for children of staff who have been in post for more than two years in the school to which they are applying; and to include children who are subject of a Special Guardianship Order (SGO) to be considered as the same as Children Looked After in order of priority.

There are also proposals for consultation to move the catchment area for the Kilnwood Vale Development in North Horsham from the catchment area of Waterfield Primary School and Ifield Community College to a new Kilnwood Vale catchment for primary aged children and Millais and Forest catchment area for secondary age children.

The Cabinet Member will be asked to endorse the proposed admission arrangements for community and voluntary controlled schools in West Sussex for the academic year commencing September 2021 and approve the coordinated scheme of admissions.

Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 December 2019
Month	February 2020
Consultation/ Representations	<p>In accordance with admission regulations, consultation is taking place between December 2019 and end of January 2020 for a period in excess of the minimum 6 week requirement. The key stakeholders consulted include the Resources, School Organisation, Capital and Admissions (Resources and SOCA) sub-group of the Schools Forum, parents, school staff and governors, Diocesan Authorities and neighbouring local authorities. A consultation document is available on the West Sussex website and promoted through the local press.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the Author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None
Author	Ellie Evans Tel: 033022023582
Contact	Monique Smart Tel: 033022 22540

Cabinet Member for Education and Skills

Provision of new school hall at Thorney Island Primary School

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Over recent years there has been an increase in pupil numbers at Thorney Island Primary School and an enlarged school hall is now required to provide sufficient and suitable accommodation for the additional children.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to enable the project to proceed.	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	21 August 2019
Month	April 2020
Consultation/ Representations	School Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills 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	Leigh Hunnikin Tel: 033 022 23051
Contact	Monique Smart - Tel: 033 022 22540

A Prosperous Place

Acting Executive Director Place Services

Chichester Southern Gateway
<p>The Chichester Growth Deal defines joint growth priorities for West Sussex County Council (WSSC) and Chichester District Council (CDC) including the delivery of housing, employment and leisure space, improved connectivity and improved public realm as identified in the Adopted Southern Gateway Masterplan. The Southern Gateway Masterplan includes the development of WSSC land at the former Year 7 Block and the current all-weather hockey pitch at Chichester High School.</p> <p>A Collaboration Agreement between WSSC and CDC commits each authority to the MasterPlan objectives and supports the procurement process, led by CDC to appoint a Development Partner.</p> <p>CDC published an Official Journal of the European Union (OJEU) procurement notice in April 2019 and a Leader Decision in June 2019 (LDR01 19.20) supported WSSC entering the procurement process and that the Executive Director Place Services be given delegated authority to enable the County Council to join the procurement process for a development partner and to make an appointment if so advised.</p> <p>Through that procurement process, should a development partner demonstrate that the WSSC valuation of its land and other key identified evaluation criteria can be met, WSSC would be committed to the appointment of a development partner and</p>

completion of a Development Agreement (WSCC would not be committed if the valuation / key evaluation criteria were not considered to be met).

CDC have led the OJEU procurement process to identify a potential Development Partner with bidders anticipated to submit detailed solutions to the District Council in October 2019. This process will result in a recommendation for the appointment of a bidder in November 2019 should it be demonstrated that the WSCC valuation of its land and other key identified evaluation criteria can be met.

The Acting Chief Executive will be asked to:

- Consider the outcome of the Procurement Process in order to determine WSCC's involvement in the appointment of a Development Partner
- Should it be demonstrated that the WSCC valuation of its land and other key identified evaluation criteria can be met, The Executive Director Place Services will be asked to support the appointment of a Development Partner for the Southern Gateway and for WSCC to enter into a Development Agreement in relation to the WSCC land with the District Council and the Development Partner.

Decision by	Steve Read - Acting Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	16 October 2019
Month	December 2019
Consultation/ Representations	Cabinet Member for Economy and Corporate Resources, Local Members and the Chichester Growth Board. Representations concerning this proposed decision can be made to the Acting Chief Executive 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	Paul Jackson-Cole Tel: 033 022 25445
Contact	Suzannah Hill Tel: 033022 22551

Acting Executive Director Place Services

Worthing 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 (WSCC) 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.

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 WSCC committed growth funding, but the increased cost of Portland Road had an implication on the phasing of the public realm package and what the WSCC capital can deliver within this.

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.

The remaining capital allocated to the public realm programme will allow WSCC 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).

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.

WBC committed to forward fund part of the design costs for Railway Approach so that design work could start immediately.

The Acting Chief Executive 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.

Decision by	Steve Read - Acting Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	13 May 2019
Month	December 2019
Consultation/ Representations	Cabinet Member for Economy and Corporate Resources. 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 Acting Chief Executive 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	Suzannah Hill Tel: 033 022 22551
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Director of Highways, Transport and Planning

A29 Realignment Scheme - award of design contract	
<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 delegated authority 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>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	18 July 2019
Month	December 2019
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Elaine Martin Tel: 033 022 24105
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Concessionary Travel Scheme - award of bus pass manufacture and administration contract

The Council has a statutory responsibility as a Travel Concession Authority to administer a Concessionary Travel Scheme that provides free bus travel to eligible older and disabled persons.

The West Midlands Combined Authority (WMCA), which comprises 18 local authorities and four Local Enterprise Partnerships, has awarded Smartcard framework agreements following an extensive European procurement. The benefits include:

- Competitive dialogue has allowed WMCA to select the best service
- Local Authority partners don't need to undertake their own procurement
- Economies of scale due to a shared service
- Option for a long-term arrangement
- Easy and cost-effective upgrade options built in

The Director for Highways, Transport and Planning will be asked to approve the direct award of a bus pass manufacture and administration services contract under the West Midlands Combined Authority Framework.

Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	2 September 2019
Month	December 2019
Consultation/ Representations	Cabinet Member for Highways and Infrastructure Director of Law and Assurance Director of Finance and Support Services 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.
Background Documents (via website)	None
Author	Nicholas Thomas Tel: 033 022 26718
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Review of on-street parking charges and related policy - phase two

As Highway Authority, the County Council is responsible for managing on-street parking. This includes setting on-street parking charges at appropriate levels to deliver the County Council's objectives for parking management, as set out in the Integrated Parking Strategy.

The on-street parking charges review for 2019/20 has been carried out in two phases,

the first of which was [approved](#) by the Cabinet Member for Highways and Infrastructure in July 2019. This second phase outlines options for a further review of some on-street parking charges, all of which will require a separate TRO advertisement. These include:

- A new 6-month Resident, Non-Resident, Healthcare, Carer, Countywide, Trader and Doctor permit.
- A standard cost for Hotel permits (Worthing only)
- Changes to the charges in Crawley Library Car Park
- For Resident and Non-Resident permits, a proposed reduction for low emission vehicles

The options under consideration include adjustments to parking charges to make improvements to the administration of the residents' parking schemes, correcting any imbalance that exists between the on and off-street charges in some towns, taking account of inflation and helping to facilitate future improvements in service provision.

The Cabinet Member for Highways and Infrastructure will be asked to approve the formal advertisement of proposals which, subject to the receipt of no significant objections, will be implemented in spring 2020.

Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	8 November 2019
Month	December 2019
Consultation/ Representations	County Councillors District/Borough Councils Sussex police Transport operators Other stakeholders 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 Davey Tel: 033 022 26688
Contact	Judith Shore 033 022 26052

Cabinet Member for Highways and Infrastructure

Transport for the South East: response to consultation on draft Transport Strategy

Transport for the South East (TfSE) is the sub-national transport body, currently operating in shadow form, which covers Berkshire, East Sussex, Hampshire, Kent, Surrey, and West Sussex. It has the twin purpose of facilitating the delivery of a

regional transport strategy and promoting economic growth in the South East. With regard to the first purpose, [TfSE is consulting on a draft Transport Strategy](#), which aims to shape the South East as a region economically, technologically and environmentally over the next 30 years, and change the way that investment is made in transport. It addresses issues such as connectivity, reliability, collaboration, 'smart' technology, health and well-being, air quality, accessibility, safety, carbon and climate change, and other environmental impacts. The deadline for comments is 10 January 2020.

The review of the County Council's Local Transport Plan will need to be consistent with the Transport Strategy. It will also be the starting point for bids by TfSE to Government and other bodies for funding to deliver new and improved strategic transport infrastructure, including schemes in West Sussex.

The Cabinet Member for Highways and Infrastructure will be recommended to approve the County Council's consultation response.

Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	1 November 2019
Month	January 2020
Consultation/ Representations	District & Borough councils South Downs National Park Authority Environment, Communities and Fire Select Committee, January 2020 Elected Members 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	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore 033 022 26052

A Strong, Safe and Sustainable Place

Chief Fire Officer

Procurement of replacement wheelchair accessible mini buses
The Council operates a Fleet Assessment Management Plan that details the vehicles and equipment due for replacement over a rolling 5 year period. During 2020/21 there is a requirement to replace a number of wheelchair accessible minibuses used to support the provision of school transport as well as some adult

services operations.

Within the scope of this decision there are 33 vehicles due for replacement.

It is proposed that the procurement is carried out using an external, multi-supplier Framework Agreement using an agreed specification.

Delivery of the vehicles would be expected during Financial Year 2020/21.

The value for this purchase is approximately £2,000,000 and will be funded via the Council's Capital Programme.

The Chief Fire Officer will be asked to agree; the commencement of a procurement using an external Framework Agreement to replace wheelchair accessible minibuses.

Decision by	Sabrina Cohen-Hatton - Chief Fire Officer
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	16 October 2019
Month	December 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Chief Fire Officer, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Paul Mace Tel: 033 022 25443
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Community Based Social Support Award of Contract

The County Council is committed to providing early help and prevention services to adults across the County which support people to remain outside of personal budget funded services for as long as possible, maximising individual strengths and local assets to support this outcome.

In April 2019 the Cabinet Member for Adults and Health approved the procurement of community based social support for people with lifelong disabilities, autism and/or complex needs. Following Key Decision [AH02 \(19/20\)](#) the tender process commenced in June 2019.

Following completion of a compliant, open and competitive procurement experienced providers have been found.

The Executive Director Adults and Health is requested to award the contract to the bidders that have provided the most advantageous tender.	
Decision by	Kim Curry - Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	8 October 2019
Month	December 2019
Consultation/ Representations	<p>Extensive stakeholder consultation and engagement has informed this procurement including an online survey and market event. In addition, Impact Advocacy service facilitated focus groups to help the council understand prevention service experiences to inform the re-commissioning process.</p> <p>Representations concerning this proposed decision can be made to the Executive Director People Services, via the officer contact, by the end of October 2019.</p>
Background Documents (via website)	None
Author	Lisa Loveman Tel: 033 022 23430
Contact	Erica Keegan Tel: 0330 033 26050

Cabinet

Electric Vehicle Strategy	
<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>	
Decision by	Mrs Urquhart - Cabinet
West Sussex Plan	A Strong, Safe and Sustainable Place

priority	A Prosperous Place
Date added	18 July 2019
Month	December 2019
Consultation/ Representations	Public Pre-Engagement Consultation (residents' survey) December 2018 - January 2019 Public consultation on strategy - September 2019 Environment, Communities and Fire Select Committee, 7 November 2019 Internal consultation with County Council 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	Ruth O'Brien Tel: 033 022 26455
Contact	Judith Shore Tel: 033 022 26052

Acting Executive Director 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 Acting Executive Director 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	Steve Read - Acting Executive Director Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	9 April 2019
Month	December 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Acting 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	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Technology Enabled Care (TEC) Award of Contract	
<p>On 19 March 2019 the Cabinet Member for Adults and Health approved the recommencement of the procurement of an all age countywide Technology Enabled Care service (TEC) and delegated authority to the Director of Adults Services (DASS) to let the contract on the basis of the most economically advantageous bid. (Report Ref: AH16 18/19)</p> <p>The recommended option was the procurement of a TEC provider, specifically a TEC development partner, thereby replacing the existing telecare provision with an offer broader than the current one. This will involve working in partnership with the development partner to identify and develop new products and approaches for supply to customers. The ability to specify the service, albeit with the need to ensure that there is sufficient flexibility within the contract to enable the Council and development partner to adapt, innovate and be flexible is designed to permit the Council to manage the relationship in the way that it wishes to.</p> <p>The procurement process is now complete and the Executive Director Adults and Health is asked to approve the award of contract for commencement on 1 April 2020.</p>	
Decision by	Kim Curry - Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	13 November 2019
Month	December 2019
Consultation/ Representations	<p>Consultation undertaken through the development of the Technology Enabled Lives Strategy.</p> <p>Representations concerning this proposed decision can be made to the Executive Director Adults and Health via the officer contact.</p>
Background Documents (via website)	None
Author	Chris Jones Tel: 0330 022 28249

Contact	Erica Keegan Tel: 0330 022 26050
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Director of Public Health

Contract for Provision of Children, Young People and Adults, who use Alcohol and / or Drugs, their Families and Carers extension	
<p>The County Council currently provides a service to support children, young people and adults affected by alcohol and other drug use, and their families and carers in West Sussex.</p> <p>The service is an all age, county wide service working with people who misuse alcohol and drugs and provides:</p> <ul style="list-style-type: none"> - Harm reduction and needle syringe provision - Engagement and early interventions - Structured treatment including specialist prescribing - Assessment for onward referral to detox and residential rehabilitation* - Blood Borne Virus testing and vaccination - Education, training and employment support - Peer mentoring - Support to families and carers <p>The current contract expires in May 2021, with an option to extend for a further two years. The Director for Public Health will be asked to approve an extension to the current contract to May 2023.</p>	
Decision by	Anna Raleigh - Director of Public Health
West Sussex Plan priority	A Strong Safe & Sustainable Place
Date added	15 November 2019
Month	December 2019
Consultation/ Representations	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	Moira Jones Tel: 033 022 28694
Contact	Erica Keegan 033 022 26050

Executive Director People Services

Hospital Discharge Care Service Award of Contract
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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. In August 2019, the Executive Director People Services approved the commencement of a procurement process for new hospital discharge care services ([Report Ref: OKD15 19/20](#)) that will form one part of the multi-agency approach to the 'Home First' care pathway.

Following the completion of the procurement process the Executive Director Adults and Health will be asked to award contracts for hospital discharge care services to commence delivery from April 2020.

Decision by	Kim Curry - Executive Director People Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	8 November 2019
Month	January 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Adults and Health, 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	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Supported Living Services Procurement
<p>Supported Living services are care, support and accommodation services purchased by the Council on behalf of people who have been assessed as having eligible social care needs. These services support people to live more independently through the provision of personal care and outreach support.</p> <p>The council currently commissions the majority of these services from a framework agreement which first commenced in April 2012 (Supported Living & Personal Support for Adults with Learning Disability Framework). In 2016 a new framework was let (Supported Living and Family Support Services for adults with learning disabilities and disabled children and young people in West Sussex Framework). This framework ends in March 2021.</p> <p>The commissioning of supported living is being reviewed with proposals being developed</p>

for new arrangements to be established across the county which will enable the achievement of our strategic aim to support more people to live in settled accommodation, with their family or in their own tenancy, for longer. The council will develop new arrangements considering: the challenges faced in the market - particularly around recruitment and retention of staff; the provision for increasingly complex individuals; the need to strengthen community networks and maximise customer independence; and develop services which meet the expectations of customers and their families.

Following the review and wide-ranging stakeholder engagement, the Cabinet Member for Adults and Health will be asked to approve the commencement of a procurement process to source the future supported living services and delegate authority for Contract Award to the Executive Director People Services.

Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	16 October 2019
Month	March 2020
Consultation/ Representations	<p>Key Stakeholder engagement will inform this procurement including an online survey and market event.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Alison Nuttall Tel: 033 022 25936
Contact	Erica Keegan Tel: 033 022 26050

Independence in Later Life

Cabinet Member for Finance

Development of an Extra Care Housing Scheme in East Grinstead

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

Extra care housing has been identified as a particularly effective means of enabling people with care needs to remain independent, living in purpose-built homes within a residential setting with some communal amenities and an on-site care service. The

proposal being put forward is to support the development of new extra care housing scheme comprising 48 flats on the site of a former supported housing scheme in East Grinstead.

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

The Cabinet Member for Finance 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	Mr Hunt - Cabinet Member for Finance
West Sussex Plan priority	Independence in Later Life
Date added	11 June 2019
Month	December 2019
Consultation/ Representations	Mid Sussex District Council.
Background Documents (via website)	None
Author	Catherine Galvin Tel: 033 022 24869
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Adults and Health

Commissioning of Care and Support at Home

Care and support at home services (also known as domiciliary care or home care) are services purchased by the Council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the provision of personal care and support.

The Council currently commissions the majority of these services from a framework agreement which commenced in 2015 and which will come to an end in January 2021. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the Council purchases services from the wider market through a contractual agreement. The commissioning of care and support at home is being reviewed with proposals being developed for new arrangements to be established across the county which will enable the achievement of our strategic aim to support people to live independent lives for longer. The Council will continue to work with health partners on these arrangements, to prevent unnecessary emergency hospital admissions and speed up discharges.

Given the strategic context in which this recommissioning is set, Care and Support at Home shall ensure that it:

- Enables people to be independent for longer in their home, having choice and control over their care which is personalised for their needs.
- Stimulates the care market to build capacity and deliver sustainable and high quality care, including a skilled, valued and sustainable workforce.
- Strengthens community networks and supports people closer to where they live. Including increasing the number of Direct Payments.
- Works in partnership with providers, the NHS, communities, the independent and voluntary sector and those in receipt of care to ensure the coordination and delivery of high quality care.
- Understands market capacity and capability to make informed decisions and be innovative. Improve technology systems, including payments to improve the process for all stakeholders.
- Maximises short-term services to reduce demand and maximise customer independence.

Following the current review and a public consultation, the Cabinet Member for Adults and Health will be asked to approve the commencement of a procurement process to source the future care and support services and delegate authority for Contract Award to the Executive Director People Services.

Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	2 September 2019
Month	January 2020
Consultation/ Representations	<p>Public consultation available until 15 Sept 2019 at: www.westsussex.gov.uk/csh</p> <p>Consultation with Director of Adult Services, Executive Director for People Services, NHS Continuing Healthcare, Coastal Clinical Commissioning Group, Crawley Clinical Commissioning Group, Horsham and Mid Sussex Clinical Commissioning Group.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None.
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 0330 022 26050

Cabinet Member for Adults and Health

Review of In-house Residential Care

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.

The principles of the review and development of the strategy will be;

- To increase access to new models of supported and independent living,
- To review the position and place of in-house residential care in the market,
- 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,
- Using a strengths-based approach to improve value for money and support choice and control,
- To support young people as they approach adulthood with realistic expectations,
- To build long-term sustainable solutions based on expected future demand and capacity modelling and
- To develop positive relationships with the market, delivering value for money across all aspects of care and support.

We will engage with customers, carers and families as part of the review and development of a future strategy.

The Cabinet Member for Adults and Health will be asked to approve:

- 1) the outcome of an initial review phase of in-house residential care
- 2) the plans for a wider review of in-house residential care and the development of an accommodation strategy for adults.

Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	30 July 2019
Month	January 2020
Consultation/ Representations	<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 & Health via the author or officer contact by the beginning of the month in which the decision is to be taken.</p>
Background Documents (via website)	None
Author	Catherine Galvin Tel: 033 022 24869
Contact	Erica Keegan - 033 022 26050

A Council that works for the Community

Cabinet

Lease of vacant residential properties to a Registered Provider	
<p>The County Council has a small number of vacant residential properties which are no longer needed for their original operational purposes; some of these have been identified as suitable for families with children needing accommodation. The County Council is not legally able to grant residential tenancies of a nature that would facilitate the letting of these properties directly to the families. YMCA Downslink Group (YMCA) has been identified as a suitable Registered Provider. The YMCA proposes to apply for government grant to bring the properties up to a lettable standard, to manage and maintain the properties for 5 years under the terms of the lease, accept tenant nominations from the County Council, manage the tenancies, collect rents, carry out day to day maintenance of the properties and prepare the properties between tenancies. There will therefore be no up-front capital cost to the County Council. There should also be savings against the current arrangements for temporary accommodation.</p> <p>The Cabinet Member for Finance will be asked to endorse the leasing of vacant residential property to a Registered Provider for the purpose of housing families to whom the County Council has a Children Act duty for their temporary accommodation. It is proposed to lease the properties to YMCA Downslink Group (YMCA). It will be proposed that authority is delegated to the Director Property and Assets in consultation with the Director Law and Assurance to conclude the terms of the leases and the nomination arrangements with the Registered Provider and to agree a list of current suitable properties to be part of the proposal for the scheme and agree future properties should they become available.</p>	
Decision by	Mr Hunt - Cabinet
West Sussex Plan priority	A Council that Works for the Community
Date added	31 October 2019
Month	December 2019
Consultation/ Representations	Local members Representation can be made to the decision maker via the officer contact.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Ttel 033 022 22551

Cabinet Member for Economy and Corporate Resources

Procurement "Soft" Facilities Management Services Contract

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.

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.

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.

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.

Decision by	Mr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that Works for the Community
Date added	5 July 2019
Month	December 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Mike O'Horan
Contact	Suzannah Hill Tel: 033 022 22551

Leader

Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme

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.

The Programme is bidding for additional funding to support two projects:

1. The County Council is leading the Converged Fibre Connectivity (CFC) 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. The CFC Project is set within a backdrop of the Digital Infrastructure Programme of work. This programme includes other similar digital infrastructure projects, for instance focussing on the rural connectivity of West Sussex. Whilst such projects are distinct, they aim to be complementary in nature

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.

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.

The Leader 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 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.

Decision by	Mr Marshall - Leader
West Sussex Plan priority	A Council that works for the Community
Date added	30 July 2019
Month	December 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Sarah Bazen Tel: 033022 22374
Contact	Suzannah Hill Tel. 033 022 22551

Acting Executive Director Place Services

Award of Contract for 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 (decision ref: OKD10

19/20) 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 Acting Executive Director Place Services seeks to award the Contract for the Self-Service Library Kiosks to the preferred bidder.

Decision by	Steve Read - Acting Executive Director Place Services
West Sussex Plan priority	A Council that Works for the Community
Date added	21 August 2019
Month	December 2019
Consultation/ Representations	Representations concerning the proposed decision can be made to the Acting Executive Director Place Services 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

Acting Executive Director Place Services

Central Buying Consortium Library Group Award of Contract

In August 2019 the Cabinet Member for Fire and Rescue and Communities approved the commencement of a procurement process for a new Framework Agreement for Library Books and Audio-Visual materials for the Central Buying Consortium Library Group, to commence on 1 April 2020; and delegated the authority to the Acting Chief Executive to award the contract to the provider who submits the most economically advantageous tender and can best meet the quality and performance standards required ([Report Ref: FRC 01](#)).

West Sussex commenced procurement on 13 September 2019 and it is anticipated that the Acting Executive Director Place Services will be asked to award the contract in December 2019.

Decision by	Steve Read - Acting Executive Director Place Services
West Sussex Plan priority	A Council that Works for the Community
Date added	22 October 2019
Month	December 2019
Consultation/	

Representations	Representations concerning this proposed decision can be made to the Acting Executive Director Place Services 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	Linda Jones Tel: 033 022 28559
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Economy and Corporate Resources

Crawley Growth Programme: Approval of amendments to project funding allocations	
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment* to progress the projects. In December 2017 OKD03(17-18) the Executive Director Economy, Infrastructure and Environment* agreed Crawley Growth Programme project funding allocations and delivery governance.</p> <p>* post is now <i>Executive Director of Place Services</i></p> <p>Much progress has been made since December 2017 and a number of projects have been developed, designed and delivered under the guidance of the Crawley Growth Board. This includes a successful bid to the Coast to capital LEP for an additional £820k of funding and the extension of the programme.</p> <p>The Cabinet Member is asked to approve amendments to project funding allocations, within the overall Programme funding allocation including the addition of £820k to the programme budget which will be used to extend the Manor Royal Bus Lane project. The decision will also update project governance to reflect current project estimates and delivery routes supported by the Crawley Growth Board including the funding agreement with Crawley Borough Council.</p>	
Decision by	Mr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that Works for the Community.
Date added	2 December 2019
Month	January 2020
Consultation/ Representations	<p>Crawley Growth Board which includes Crawley Borough Council and West Sussex County Council.</p> <p>Representation can be made via the officer contact.</p>
Background Documents	None

(via website)	
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet Member for Finance, Leader

Total Performance Monitor (Rolling Entry)	
<p>The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.</p>	
Decision by	Mr Marshall, Mr Hunt - Cabinet Member for Finance, Leader
West Sussex Plan priority	A Council that Works for the Community
Date added	1 April 2019
Month	Between April 2019 and March 2020
Consultation/ Representations	Representations concerning this proposal can be made to the Leader/and or the Cabinet Member for Finance 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

Property Review (Rolling Entry)	
<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. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy. An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.</p>	
Decision by	Mr Hunt - Cabinet Member for Finance
West Sussex Plan priority	A Council that Works for the Community

Date added	1 December 2017
Month	Between April 2019 and March 2020
Consultation/ Representations	Representation can be made to the Cabinet Member for Finance or via the officer contact.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel: 033 022 22551

Strategic Budget Options 2020/21

Cabinet

Creation of Additional Special Support Centres in Schools - Phases 2 and 3	
<p>In December 2018 the Cabinet Member for Education and Skills took a decision (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>	
Decision by	Mr Jupp - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	30 July 2019
Month	December 2019
Consultation/ Representations	<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>

Background Documents (via website)	Cabinet Member Decision - ES15 (18/19) Cabinet Papers - 11 July 2019
Author	Helen Johns Tel: 07715 616560
Contact	Monique Smart - Tel - 033 022 22540

Cabinet

Review of Library Offer	
<p>To consider reviewing service levels and forms of service delivery for library services in areas of reduced demand. Options will include:</p> <ul style="list-style-type: none"> 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 <p>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.</p> <p>The Cabinet Member for Safer Stronger Communities will be asked to approve options from those which are developed.</p>	
Decision by	Mr Crow - Cabinet
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	30 July 2019
Month	December 2019
Consultation/ Representations	<p>Service users, elected members and staff and the Environment Communities and Fire Select Committee.</p> <p>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.</p>
Background Documents (via website)	None
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan - 033022 26050

Cabinet

Local Assistance Network (LAN)

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.

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.

Decision by	Mrs Jupp - Cabinet
West Sussex Plan priority	Independence in Later Life
Date added	30 July 2019
Month	December 2019
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Sarah Farragher Tel: 033 022 28403
Contact	Erica Keegan - 0330 22 26050

Cabinet

Reduction in Funding for Recycling Credits

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.

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.

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 [decision](#) 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.

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.

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.

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.

Decision by	Mrs Urquhart - Cabinet
West Sussex Plan priority	A Prosperous Place
Date added	30 July 2019
Month	December 2019
Consultation/ Representations	District and Borough Councils in West Sussex Environment, Communities and Fire Select Committee, 20 September 2019 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	Steve Read Tel: 033 022 22654
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Finance

Review of Fees and Charges	
The County Council reviews its fees and charges at least annually to ensure statutory fees meet current guidelines and discretionary fees reflect market conditions and achieve the required service outcomes. Any changes to fees and charges are proposed to be implemented from 01 January 2020 where possible. The Cabinet Member will be asked to endorse the report. Parking charges will be considered separately by the Cabinet Member for Highways and Transport.	
Decision by	Mr Hunt - Cabinet Member for Finance
West Sussex Plan priority	A Council that Works for the Community
Date added	12 September 2019
Month	January 2020

Consultation/ Representations	Cabinet Members Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Katharine Eberhart Tel: 033 022 22682
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet

Reduction in the Post-16 Support Service	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Mr Jupp - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	30 July 2019
Month	January 2020
Consultation/ Representations	<p>Staff and UNISON have been informed of the requirement to develop options for the post-16 support service. Staff are engaged in the development work on options and both staff and UNISON will be kept updated as the review progresses.</p> <p>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>
Background	Cabinet Papers

Documents (via website)	
Author	Danny Pell Tel: 033 022 22144
Contact	Monique Smart - Tel - 033 022 22540