

# 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:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>West Sussex Plan priority</b>	Which of the five priorities in the West Sussex Plan the proposal affects.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	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.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Select Committee meetings.
<b>Background Documents</b>	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.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	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](mailto:helena.cox@westsussex.gov.uk).

**Published: 10 January 2020**

## Forward Plan Summary

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

Page No	Decision Maker	Subject Matter	Date
 <b>Best Start in Life</b>			
4	Cabinet Member for Education and Skills	Replacement All Weather Pitch at The Weald Community School, Billingshurst	January 2020
4	Cabinet	Small Schools Proposals	January 2020
5	Cabinet Member for Education and Skills	Southwater Infant and Junior Schools - Additional Funding Replacement Accommodation	January 2020
6	Director of Property and Assets	Award of Contract for the expansion of Manor Green Primary School, Crawley	January 2020
7	Cabinet	Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	January 2020
8	Cabinet Member for Education and Skills	School Funding 2020/21	January 2020
9	Cabinet Member for Education and Skills	Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex and the Coordinated Scheme of Admissions	February 2020
10	Cabinet	Adoption of the West Sussex Children First Strategic Approach	March 2020
11	Director of Property and Assets	Award of Contract for the replacement All Weather Pitch at The Weald School, Billingshurst	March 2020
12	Cabinet Member for Education and Skills	Provision of new school hall at Thorney Island Primary School	April 2020
 <b>A Prosperous Place</b>			
12	Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	January 2020
13	Cabinet Member for Highways and Infrastructure	Transport for the South East: response to consultation on draft Transport Strategy	January 2020
14	Cabinet Member for Economy and Corporate Resources	Crawley Growth Programme: Approval of amendments to project funding allocations	February 2020
15	Acting Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	February 2020
16	Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	February 2020
17	Cabinet Member for Highways and Infrastructure	Highways and Transport Delivery Programmes 2020/21	February 2020
 <b>A Strong, Safe and Sustainable Place</b>			
18	Executive Director People Services	Hospital Discharge Care Service Award of Contract	January 2020
19	Cabinet Member for	Procurement of Accommodation Based	January

	Adults and Health	Support for Alcohol/Drug Recovery	2020
20	Director of Public Health	Award of Public Health Services Contracts	February 2020
21	Acting Executive Director Place Services	Worthing Community Hub Award of Contract	February 2020
22	Executive Director Place Services	Electric Vehicle Charging Procurement and Contract Award	March 2020
22	Cabinet Member for Adults and Health	Supported Living Services Procurement	March 2020



### Independence in Later Life

23	Cabinet Member for Adults and Health	Adults' Services Improvement - Next Steps	January 2020
24	Cabinet Member for Adults and Health	Commissioning of Care and Support at Home	January 2020
26	Director of Public Health	Local Healthwatch and Independent Complaints Advocacy Service Award of Contract	January 2020
27	Executive Director Adults and Health	Extension of the Community Equipment Service Contract	February 2020
27	Cabinet	Review of In-house Residential Care	March 2020



### A Council that works for the Community

29	Cabinet Member for Finance, Leader	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
29	Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2019 and March 2020
30	Cabinet Member for Economy and Corporate Resources	Procurement "Soft" Facilities Management Services Contract	January 2020
31	Acting Executive Director Place Services	Award of Contract for Self Service Library Kiosks	January 2020
31	Cabinet	Procurement of Agency Worker Recruitment Contract	January 2020
32	Cabinet	Approval of the County Council's Revenue Budget 2020/21 and Capital Programme 2020/21 to 2023/24	January 2020
33	Cabinet Member for Finance	Development Agreements: New Monk's Farm	February 2020

### Strategic Budget Options 2020/21

34	Cabinet	Review of Fees and Charges	January 2020
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## Best Start in Life

### Cabinet Member for Education and Skills

<b>Replacement All Weather Pitch at The Weald Community School, Billingshurst</b>	
<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>	
<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	21 August 2019
<b>Month</b>	January 2020
<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 for Education and Skills 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>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Monique Smart - Tel: 033 022 22540

### Cabinet

<b>Small Schools Proposals</b>
<p>In September 2019 the Cabinet Member for Education and Skills took a <a href="#">decision</a> (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>

- 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

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, Cabinet will be asked to agree to launch a consultation seeking views on these specific proposals.

<b>Decision by</b>	Mr Marshall, Mr Jupp, Mr Elkins, Mrs Russell, Mrs Urquhart, Mr Crow, Mr Hunt, Mrs Jupp, Mr Lanzer - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	25 October 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	<p>Schools  Governing Bodies  Diocese of Chichester Education  Parents and carers  Small Schools Task and Finish Group  Children and Young People's Services Scrutiny Committee 9  January 2020</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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Graham Olway Tel: 033 022 23029
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

#### **Southwater Infant and Junior Schools - Additional Funding Replacement Accommodation**

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 \(18/19\)](#)).

Following full design which included submission and receipt of planning permission, detailed costings have now been sought which exceed the budget available.

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.

<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	7 August 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	Cabinet Member for Finance and Resources Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Monique Tel. 033 022 22540

#### **Director of Property and Assets**

##### **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 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.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	30 July 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	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
<b>Background Documents</b> (via website)	None
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Monique Smart - Tel: 033 022 22540

## Cabinet

<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>Cabinet 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>	Mrs Urquhart, Mr Elkins, Mrs Russell, Mr Jupp, Mr Marshall, Mr Lanzer, Mr Hunt, Mrs Jupp, Mr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in LIfe
<b>Date added</b>	1 July 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	<p>School Cabinet Member for Finance and Resources Children and Young People's Services Scrutiny Committee – 9 January 2020</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>	Cabinet Member Decision ES18(18/19)

(via website)	
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

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

<b>School Funding 2020/21</b>	
<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 23<sup>rd</sup> October and 13<sup>th</sup> 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>	
<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	2 December 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	<p>All West Sussex Maintained Schools and Academies  Schools Forum : 28<sup>th</sup> November 2019  Children and Young People's Services Scrutiny Committee 9  January 2020</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>
<b>Background Documents</b>	Schools Revenue Funding 2020 to 2021 Operational Guide



(via website)	
<b>Author</b>	Andy Thorne Tel: 03302223349
<b>Contact</b>	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.

<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	2 December 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	<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>

<b>Background Documents</b> (via website)	None
<b>Author</b>	Ellie Evans Tel: 033022023582
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet

<b>Adoption of the West Sussex Children First Strategic Approach</b>	
<p>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.</p> <p>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.</p> <p>Cabinet will be asked to approve the adoption of the West Sussex Children First Strategic Approach.</p>	
<b>Decision by</b>	Mr Marshall, Mr Jupp, Mrs Urquhart, Mr Elkins, Mrs Russell, Mrs Jupp, Mr Hunt, Mr Lanzer, Mr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	27 August 2019
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>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.</p> <p>Children and Young People's Services Scrutiny Committee – 4 March 2020</p> <p>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</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Ann Marie Dodds Tel: 033 022 29331

<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553
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**Director of Property and Assets**

<b>Award of Contract for the replacement All Weather Pitch at The Weald School, Billingshurst</b>	
<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 School in Billingshurst accommodates 1700 pupils aged 11-18 and has a mix of indoor PE provision (sports hall, activity hall) and external provision (grass pitches, multi-use games area and All-Weather Pitch (AWP).</p> <p>The existing sand dressed AWP has reached the end of its life and requires replacement. 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 AWP and delegate authority to the Director of Property and Assets to award the contract for the works.</p> <p>Following receipt of this authority from the Cabinet Member the Director of Property and Assets will be asked to approve the award of contract to the preferred contractor to undertake the replacement of the AWP.</p>	
<b>Decision by</b>	- Director of Property and Assets
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	10 January 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>School Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets, 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>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

## Cabinet Member for Education and Skills

<b>Provision of new school hall at Thorney Island Primary School</b>	
<p>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.</p> <p>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.</p>	
<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	21 August 2019
<b>Month</b>	April 2020
<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 for Education and Skills 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>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Monique Smart - Tel: 033 022 22540

## A Prosperous Place

### Director of Highways, Transport and Planning

<b>Concessionary Travel Scheme - award of bus pass manufacture and administration contract</b>
<p>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.</p> <p>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:</p> <ul style="list-style-type: none"><li>• Competitive dialogue has allowed WMCA to select the best service</li><li>• Local Authority partners don't need to undertake their own procurement</li><li>• Economies of scale due to a shared service</li></ul>

- 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.

<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	2 September 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nicholas Thomas Tel: 033 022 26718
<b>Contact</b>	Judith Shore Tel: 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.

<b>Decision by</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	1 November 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	District & Borough councils South Downs National Park Authority Environment, Communities and Fire Scrutiny 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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Darryl Hemmings Tel: 033 022 26437
<b>Contact</b>	Judith Shore 033 022 26052

### **Cabinet Member for Economy and Corporate Resources**

<b>Crawley Growth Programme: Approval of amendments to project funding allocations</b>	
<p>In August 2017 the Leader approved the Crawley Growth Programme <a href="#">LDR04 17.18</a> and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment* to progress the projects. In December 2017 <a href="#">OKD03(17-18)</a> 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>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>	
<b>Decision by</b>	Mr Lanzer - Cabinet Member for Economy and Corporate Resources

<b>West Sussex Plan priority</b>	A Council that Works for the Community.
<b>Date added</b>	2 December 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Crawley Growth Board which includes Crawley Borough Council and West Sussex County Council.  Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

### **Acting 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 (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.</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 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.</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 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).</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</p>

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.

<b>Decision by</b>	Steve Read - Acting Executive Director Place Services
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	13 May 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Patrick Griffin Tel: 03302224562
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

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

#### **Adur and Worthing Agency Agreement for Parking Services**

In 2015, the County Council entered into a five-year Agency Agreement with Adur and Worthing local authorities for the procurement, management and operation of Civil Parking Enforcement and the operational management of the Worthing Controlled Parking Zone.

The Agreement, which expires on 31 March 2020, has been reviewed and the County Council wishes to extend the Agreement subject to some variations that reflect current working practices.

The Director for Highways, Transport and Planning will be asked to approve the extension of the Agency Agreement for a period of four years.

<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place



<b>Date added</b>	20 December 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Adur and Worthing local authorities Director of Law and Assurance  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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Miles Davey Tel: 033 022 26688
<b>Contact</b>	Judith Shore 033 022 26052

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

<b>Highways and Transport Delivery Programmes 2020/21</b>	
<p>The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2020/21 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.</p> <p>The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2020/21 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvements investment needs, and the funding priorities prepared and selected for review and approval in this decision.</p> <p>The Cabinet Member will be asked to approve –</p> <ol style="list-style-type: none"> <li>1. The Local Highway Maintenance Block funded Delivery Programmes to allow implementation of schemes for delivery from 1 April 2020.</li> <li>2. The Integrated Transport Block funded Delivery Programmes to commencement and implementation of schemes from 1 April 2020.</li> <li>3. That the Highway and Transport Delivery Programme for 2020/21 is circulated to County Local Committees and other appropriate stakeholders and published on the West Sussex highways webpages for information.</li> <li>4. That the Director of Highways, Transport and Planning has delegated authority to adjust the 2020/21 Highway and Transport Delivery Programme to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies, or other operational circumstances, in consultation with the Cabinet Member.</li> </ol>	
<b>Decision by</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure

<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	17 December 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	<p>The County Local Committees will be informed and asked to note schemes in their specific areas (anticipated during the February/March 2020 round of meetings).</p> <p>Internal consultation in development of the Delivery Programmes – those responsible for assets and programme leads within the Highways, Transport and Planning service.</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>	Rowan Sheppard Tel: 033 022 23627
<b>Contact</b>	Judith Shore 033 022 26052

## A Strong, Safe and Sustainable Place

### Executive Director People Services

<b>Hospital Discharge Care Service Award of Contract</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. In August 2019, the Executive Director People Services approved the commencement of a procurement process for new hospital discharge care services (<a href="#">Report Ref: OKD15 19/20</a>) that will form one part of the multi-agency approach to the 'Home First' care pathway.</p> <p>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.</p>	
<b>Decision by</b>	Kim Curry - Executive Director People Services
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place

<b>Date added</b>	8 November 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	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.
<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**

#### **Procurement of Accommodation Based Support for Alcohol/Drug Recovery**

The Cabinet Member is asked to agree to the commencement of a procurement process to secure the provision of Accommodation Based Support for Alcohol/Drug Recovery for the population of West Sussex. A new service will be effective from 1<sup>st</sup> April 2021.

Objectives of the service are:

- To maintain substance misuse recovery, and sustainable independent living
- Reduction in drug and alcohol related harm. Contributes to Public Health Outcome Framework (Phof) indicators.
- Improvement in the stability of people's accommodation
- Improvement in physical and mental health and wellbeing
- Improvement in social, family and community networks
- Increased engagement with education, training, volunteering and employment
- Reduction in offending and anti-social behaviour

Activity will fit with the wider Prevention Strategy of West Sussex County Council, looking to support individuals with alcohol related difficulties earlier in their drinking history, and to prevent escalation of substance use related problems. An expected benefit will be an increase in local access to community settings for alcohol assisted withdrawal programmes.

Activity will support efforts to reduce risks of drug related deaths and reduce the numbers of drug deaths in treatment (an area of focus, working with Public Health England) and a priority of the Safer West Sussex Partnership Board.

The contract will run for a period of four (4) years with the possibility of a further extension for up to two (2) years built into the terms of the contract. The total value of the contract funded through the public health grant, is approximately £2.10M (including extension period). There are additional income streams from Housing Benefit revenue (majority contributor) and from District and Borough Councils.

The Cabinet Member is also asked to delegate the authority to award the contract and decisions about future extension of this contract to the Director of Public Health in consultation with the Cabinet Member.

<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</b>	18 December 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Moira Jones Tel: 033 022 28694
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

#### Director of Public Health

<b>Award of Public Health Services Contracts</b>	
<p>In October 2019, the Cabinet Member for Adults and Health approved the commencement of a procurement process, via a Framework Agreement to secure the provision of Public Health Services in West Sussex (Cabinet Member decision reference AH6 19/20). The Public Health Services, for the population of West Sussex, referred to include NHS Health Checks, Smoking Cessation, Long Acting Reversible Contraception (LARC) (Contraceptive Implant and Intra-Uterine Contraceptive Device), Emergency Hormonal Contraception (EHC) and Alcohol Identification and Brief Advice Services.</p> <p>The total value of the contracts to the County Council for the Public Health Services, funded through the public health grant, is approximately £6.5m for five (5) years (including an extension period).</p> <p>Following completion of the procurement process, which was conducted in accordance 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 Public Health Services to the successful bidders.</p>	
<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</b>	10 January 2020
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made

	to the Director of Public Health 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)	AH6 (19/20) Procurement of Public Health Services
<b>Author</b>	Moira Jones Tel: 033 022 28694
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

### Acting 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 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>	
<b>Decision by</b>	Steve Read - Acting Executive Director Place Services
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	9 April 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Executive Director Place Services

### **Electric Vehicle Charging Procurement and Contract Award**

At a meeting of the Cabinet on 3 December 2019, the County Council adopted an [Electric Vehicle Strategy](#). This strategy sets out the County Council's vision for electric vehicles across the county, and the interventions required to deliver this vision. One of the actions is to enable a comprehensive and cohesive public charging solution on public land by appointing a market-based partner to provide the charging point network.

The Acting Executive Director Place Services will be asked to –

- a) commence the procurement process and
- b) award the contract to the successful bidder

<b>Decision by</b>	- Executive Director Place Services
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	17 December 2019
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	District and Borough Councils Internal stakeholders including legal, finance, procurement and highways  Representations concerning this proposed decision can be made to the Executive Director Place Services, 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 033 022 26052

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

#### **Supported Living Services Procurement**

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.

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.

The commissioning of supported living 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 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.

<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</b>	16 October 2019
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Alison Nuttall Tel: 033 022 25936
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Independence in Later Life

### Cabinet Member for Adults and Health

<b>Adults' Services Improvement - Next Steps</b>
<p>In 2018 in response to identified pressures and service challenges within adult social care a peer challenge led to a 100-day plan of action followed by a three-year programme of improvement structured around 100-day milestones starting in November 2018.</p> <p>By the start of the improvement programme the service was in a better position and</p>

that progress has continued. During the summer of 2019 the service faced additional operational pressures and the improvement programme was refocused towards helping to address those.

In October 2019 in order to increase the scale and pace of delivery, the Council appointed a strategic partner to carry out a diagnostic assessment across both Adults' and Lifelong Services to identify ways to improve service outcomes for people whilst identifying opportunities for more cost-effective ways of working. The output from this work describes the challenges facing the services and the specific actions that would deliver long-term cost effective and sustainable improvement.

The Cabinet will be asked to consider the outputs from this diagnostic assessment and agree the next stages for the ongoing improvement of the Adults' and Lifelong Services including the procurement of activity to drive their delivery.

<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</b>	5 December 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	<p><i>Health and Adult Social Care Select Committee – 15 January 2020 (to consider the diagnostic assessment and scope of further work prior to commencement) or through short form task group direct to Cabinet Member prior to decision..</i></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> <p>Cabinet on 14 January 2020</p> <p>Health and Adult Services Scrutiny Committee on 15 January 2020</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Sarah Farragher Tel: 033 022 28403
<b>Contact</b>	Erica Keegan Tel: 033022 26050

### **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.

<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</b>	2 September 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	<p>Public consultation available until 15 Sept 2019 at:  <a href="http://www.westsussex.gov.uk/csh">www.westsussex.gov.uk/csh</a></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</p>

	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>	Juliette Garrett Tel: 033 022 223748
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

### Director of Public Health

<b>Local Healthwatch and Independent Complaints Advocacy Service Award of Contract</b>	
<p>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.</p> <p>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.</p> <p>Following decision by the Cabinet Member for Adults and Health to commence a Procurement Process (<a href="#">report ref: AH9 19/20</a>) from 1 April 2020 for a contract of up to 7 years duration at £342,600 per annum with a maximum total contract value of £2.549m, the Director of Public Health will now be requested to award the contract to the bidder who has submitted the most economically advantageous tender.</p>	
<b>Decision by</b>	Anna Raleigh - Director of Public Health
<b>West Sussex Plan priority</b>	Independence in Later Life
<b>Date added</b>	9 December 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Public Health for Adults and Health 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>	Cameron Hill Tel: 0330 222 3574

<b>Contact</b>	Erica Keegan Tel: 0330 022 26050
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### Executive Director Adults and Health

<b>Extension of the Community Equipment Service Contract</b>	
<p>The Community equipment service (CES) is delivered through a contract with Nottingham Rehab Ltd (trading as NRS Healthcare). The service meets customers social care needs as defined under the Care Act 2014 by promoting independent living and wellbeing. The contract was let on a 5 year term, commencing 1 April 2015, with the option for a 2 year extension. It is recommended that the County Council take up the opportunity to extend for a further two years to 31 March 2022. Taking up the extension will allow the County Council and its health partners to explore future delivery models, including potential collaborative arrangements with other local authorities.</p>	
<b>Decision by</b>	Kim Curry - Executive Director Adults and Health
<b>West Sussex Plan priority</b>	Independence in Later Life
<b>Date added</b>	27 December 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director for Adults and Health 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)	Original Decision Report - ASCH05(13/14)
<b>Author</b>	Jane Walker Tel: 033 022 27927
<b>Contact</b>	Erica Keegan Tel: 033022 26050

### Cabinet

<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>

- 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.

<b>Decision by</b>	Mr Jupp, Mr Marshall, Mrs Urquhart, Mr Elkins, Mrs Russell, Mr Crow, Mrs Jupp, Mr Hunt, Mr Lanzer - Cabinet
<b>West Sussex Plan priority</b>	Independence in Later Life
<b>Date added</b>	30 July 2019
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>Customers, carers and families, Health and Adult Social Care Scrutiny 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

## A Council that works for the Community

**Cabinet Member for Finance, Leader**

<b>Total Performance Monitor (Rolling Entry)</b>	
<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>	
<b>Decision by</b>	Mr Marshall - Leader Mr Hunt - Cabinet Member for Finance
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	1 April 2019
<b>Month</b>	Between April 2019 and March 2020
<b>Consultation/ Representations</b>	Representations concerning this proposal can be made to the Leader/and or the Cabinet Member for Finance 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**

<b>Property Review (Rolling Entry)</b>	
<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 <a href="#">Asset Management Policy and Strategy</a>. 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>	
<b>Decision by</b>	Mr Hunt - Cabinet Member for Finance
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	1 December 2017
<b>Month</b>	Between April 2019 and March 2020
<b>Consultation/ Representations</b>	Representation can be made to the Cabinet Member for Finance 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 Economy and Corporate Resources**

<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 Economy and Corporate Resources
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	5 July 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	<p>Internal and external stakeholders, the incumbent supplier and market suppliers.</p> <p>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.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Mike O'Horan
<b>Contact</b>	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.

<b>Decision by</b>	Steve Read - Acting Executive Director Place Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	21 August 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Cabinet

### Procurement of Agency Worker Recruitment Contract

Pursuant to the Council's Support Services Outsourcing Contract, Capita provide the Council's temporary agency workers, via a contract with Manpower. The current contract with Manpower is due to expire on 19 September 2020.

The contract provides temporary agency workers to all departments of the Council, except for schools. The Council proposes that the new contract model is a vendor neutral managed service whereby the supplier will procure and manage a chain of agencies without submitting their own candidates as a preferred supplier. The Council requires a contract for the supply of agency workers to cover short term vacancies, absences and to provide additional capability, where there are skills shortages, to deliver responsive services.

The Council currently spends approximately £15 million per annum on agency workers (on and off contract). Carrying out an open competitive procurement exercise

will provide value for money for the Council whilst ensuring quality services on the best terms available in the market.

The Cabinet Member will be asked to agree the commencement of a procurement exercise for a new temporary agency worker contract to commence on 20 September 2020 with a maximum value of £72 million and to delegate the award of the Contract to the Director of Human Resources.

<b>Decision by</b>	- Cabinet
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added</b>	17 December 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	Market testing has been undertaken and key internal stakeholder engagement will inform the procurement. The decision will be available for scrutiny by the Performance and Finance Scrutiny Committee. Date to be confirmed.  Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lindsey Hannant Tel: 033 022 22435
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Cabinet

<b>Approval of the County Council's Revenue Budget 2020/21 and Capital Programme 2020/21 to 2023/24</b>	
<p>The Budget report details the County Council's revenue budget, the level of council tax proposed for 2020/21, the nature of its expenditure, income and savings for a balanced budget. It will also outline the County Council's Capital Programme to cover the period 2020/21 to 2024/25, which will update the programme previously agreed by County Council.</p> <p>Cabinet will be asked to endorse the Revenue Budget and Capital Programme for approval at County Council on 14 February 2020.</p>	
<b>Decision by</b>	- Cabinet
<b>West Sussex Plan priority</b>	A Council that works for the community
<b>Date added</b>	13 December 2019
<b>Month</b>	January 2020
<b>Consultation/</b>	Performance and Finance Scrutiny Committee 22 January 2020



<b>Representations</b>	All Member Sessions – 26 June 2019, 21 October 2019 and 16 January 2020  Representations concerning this proposed decision can be made to the Cabinet, 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>	Katharine Eberhart Tel: 033 022 22682
<b>Contact</b>	Monique Smart Tel 033022 22540

### **Cabinet Member for Finance**

<b>Development Agreements: New Monk's Farm</b>	
<p>In October 2018 the Planning Committee of Adur District Council resolved to approve a planning application for 600 new houses and a retail store, to be built in Lancing on the site known as New Monks Farm, subject to completion of a section 106 planning agreement.</p> <p>The County Council is a landowner of the gypsy and traveller site known as Withy Patch, which forms a small part of the land within the proposed development scheme. The gypsy and traveller site is currently located at the proposed access to the development site from the A27.</p> <p>The County Council has been in negotiation with the developers, The Community Stadium Ltd (TCSL) regarding the sale or disposal by the County Council of the current gypsy and traveller site at Withy Patch and the provision of a new gypsy and traveller site within the New Monks Farm development.</p> <p>The Cabinet Member will be asked to agree to the County Council entering into a development agreement with TCSL which provides for TCSL to construct a new gypsy and traveller site within the New Monks Farm development and for the re-provision of the gypsy and traveller site and facilities.</p> <p>On completion of the construction of the new site the County Council will acquire the freehold estate of the new site, and will, in exchange, transfer the freehold estate of the current site to TCSL.</p> <p>The County Council will keep current site residents updated on progress of the site transfer, engaged around plans regarding proposed new site facilities and supported during transition arrangements. The current site residents will be offered relocation to the new gypsy and traveller site on completion.</p>	
<b>Decision by</b>	Mr Hunt - Cabinet Member for Finance
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	18 December 2019

<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	<p>Arrangements for scrutiny are to be confirmed. Local members have been informed and a programme of engagement has commenced with residents of the Withy Patch. The decision will be made in consultation with the Cabinet Member for Fire &amp; Rescue and Communities.</p> <p>Representation can be made via the officer contact.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605, Emily King Tel: 033 022 23876
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

## Strategic Budget Options 2020/21

### Cabinet

<b>Review of Fees and Charges</b>	
<p>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.</p>	
<b>Decision by</b>	Mr Hunt - Cabinet
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	12 September 2019
<b>Month</b>	January 2020
<b>Consultation/ Representations</b>	<p>Cabinet Members. Performance and Finance Select Committee 05 December 2019</p> <p>Representation can be made via the officer contact.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Katharine Eberhart Tel: 033 022 22682
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

