

## 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 Scrutiny 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 033 022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 25 February 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>			
5	Cabinet	Woodlands Mead College Site, Burgess Hill - Allocation of Funding for Project Delivery	Not before February 2020
6	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
7	Director of Property and Assets	Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 1	March 2020
7	Director of Property and Assets	Award of Contract for the replacement All Weather Pitch at The Weald School, Billingshurst	March 2020
8	Acting Executive Director Children, Young People and Learning	Remodelling of Cissbury Lodge Children's Home, Worthing	March 2020
9	Director of Property and Assets	Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 2	April 2020
10	Director of Education and Skills	Contract Extension for the Provision of Adult Education Services provided by Aspire Sussex Ltd	April 2020
11	Cabinet Member for Education and Skills	Expansion of Queen Elizabeth II Silver Jubilee School, Horsham	April 2020
12	Cabinet Member for Education and Skills	Provision of new school hall at Thorney Island Primary School	April 2020
13	Acting Executive Director Children, Young People and Learning	Remodelling of May House and Seaside Children's Homes	April 2020
14	Cabinet	Scope of services for a proposed Children's Trust	April 2020
14	Cabinet	Small Schools Proposals	April 2020
16	Acting Executive Director Children, Young People and Learning	Award of contract for remodelling works at Cissbury Lodge Children's Home, Worthing	May 2020
17	Acting Executive Director Children, Young People and Learning	Award of contract for remodelling works at May House and Seaside Children's Homes	June 2020
17	Cabinet	Adoption of the West Sussex Children First Strategic Approach	July 2020
 <b>A Prosperous Place</b>			
18	Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	February 2020

19	Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	February 2020
20	Cabinet Member for Economy and Corporate Resources	Crawley Growth Programme: Approval of amendments to project funding allocations	February 2020
21	Cabinet Member for Highways and Infrastructure	Highways and Transport Delivery Programmes 2020/21	February 2020
22	Executive Director Place Services	Converged Fibre Connectivity	March 2020
23	Cabinet Member for Highways and Infrastructure	Licensing of Tables and Chairs on the Highway	March 2020
24	Executive Director Place Services	Partial demolition: County Buildings Crawley	March 2020
25	Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	March 2020
26	Director of Highways, Transport and Planning	A29 Realignment Scheme - submission of planning application	May 2020
27	Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	May 2020



### A Strong, Safe and Sustainable Place

28	Chief Fire Officer	Award of contract for 33 wheelchair accessible minibuses	February 2020
28	Executive Director Place Services	Worthing Community Hub Award of Contract	February 2020
29	Cabinet Member for Environment	Electric Vehicle Charging Procurement	March 2020
30	Executive Director Adults and Health	Extension of Day Services Contracts (Adults with Learning Disabilities)	March 2020
31	Executive Director Adults and Health	Procurement Housing Related Support Services	March 2020
32	Executive Director Adults and Health	Specialist Advocacy Service Award of Contract	March 2020
33	Cabinet Member for Adults and Health	Supported Living Services Procurement	March 2020
34	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2020-2023	April 2020



### Independence in Later Life

35	Executive Director Adults and Health	Extension of the Community Equipment Service Contract	February 2020
36	Cabinet Member for Adults and Health	Review of fees and charges for commissioned services	February 2020
36	Cabinet	Adults' Services Improvement - Next Steps	March 2020
37	Cabinet Member for Adults and Health	Commissioning of Extra Care Contracts	March 2020
38	Executive Director Adults and Health	Discharge to Assess with Reablement Care Services	March 2020



### A Council that works for the Community

39	Leader, Cabinet Member for Finance	Total Performance Monitor (Rolling Entry)	Between April 2019
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			and March 2020
40	Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2019 and March 2020
41	Executive Director Place Services	Award of Contract for Self Service Library Kiosks	February 2020
41	Cabinet Member for Finance	Development Agreements: New Monk's Farm	February 2020
42	Cabinet Member for Economy and Corporate Resources	Procurement of a Construction Framework	February 2020
43	Director of Finance and Support Services	Approval: Professional Services Framework	March 2020
44	Cabinet Member for Adults and Health	Procurement of Mortuary Services	March 2020
45	Director of Finance and Support Services	Procurement of Print Management Service Contract	March 2020
46	Director of Finance and Support Services	Award of Contract: Business Management Solution	April 2020

## Best Start in Life

### 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 a number of 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>It has since been agreed that a further survey of the existing building's condition and suitability to meet the needs of the College's students should be undertaken. Following the outcome of this survey Cabinet will be asked to agree the allocation of funds from the Capital Programme to enable the new investment at Woodlands Meed to proceed.</p> <p>.</p>	
<b>Decision by</b>	Mrs Urquhart, Mrs Russell, Mr Elkins, Mr Jupp, Mr Marshall, Mr Lanzer, Mrs Jupp, Mr Hunt, Mr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in LIfe
<b>Date added</b>	1 July 2019
<b>Month</b>	Not before February 2020
<b>Consultation/ Representations</b>	<p>School Cabinet Member for Finance and Resources Children and Young People's Services Scrutiny Committee – 4 December 2019</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Cabinet Member Decision ES18(18/19)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

## Cabinet Member for Education and Skills

### 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

## Director of Property and Assets

### **Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 1**

In order to accommodate the demand for pupil places in the Southwater area of Horsham it is necessary to replace the modular teaching accommodation at Southwater Infant and Junior Schools. In January 2020 the Cabinet Member for Education and Skills approved the allocation of additional monies from Section 106 funds to enable this replacement work to take place (decision reference [ES07\(19/20\)](#)). As part of this decision he also delegated authority to the Director of Property and Assets to award the contract for carrying out these works.

The feasibility work and detailed design for the replacement of the four modular units have now been completed and planning permission granted. The work will be divided into two elements and tendered as two separate contracts:-

Phase 1 - The Supply and Installation of Modular Units

Phase 2 - Enabling Works

A competitive tendering exercise for Phase 1, will now commence. On completion the Director of Property and Assets will be asked to approve the award of the contract to the preferred provider to supply and install the Modular Units.

<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>	12 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	School Parents and Residents Parish and District Councils  Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES07(19/20)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Director of Property and Assets

### **Award of Contract for the replacement All Weather Pitch at The Weald School, Billingshurst**

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.

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)).

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.

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.

<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>	10 January 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	School  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.
<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

### **Acting Executive Director Children, Young People and Learning**

#### **Remodelling of Cissbury Lodge Children's Home, Worthing**

The children's in-house residential service is made up of six homes, of which three, including Cissbury Lodge, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.

A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference [CYP03\(19/20\)](#)). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of



the wider 'children first' improvement plan being driven forward by the Council.

Cissbury Lodge's contribution to the delivery of this strategy will come through the remodelling of the home to ensure the most efficient use of the existing footprint of the homes whilst maximising the potential service offering of the site. £300,000 of capital funding has already been approved to develop a design which will deliver the following services;

- An enhanced short breaks service incorporating 4 beds for children with profound and multiple learning disabilities (PMLD), to help support parents in maintaining these children within their homes,
- A residential service incorporating 6 beds for children with learning disabilities, to make better use of Council resources in allowing children to be placed closer to home and preventing costly out of county placements, and
- An outreach function supporting children and families to create stable home environments and prevent admission into full-time placements

The Executive Director Children, Young People and Learning will be asked to approve the allocation of £2.852m from the capital programme required to fund the delivery of works at Cissbury Lodge, and the commencement of a procurement process to appoint a contractor to undertake the remodelling.

<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	12 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision CYP03(19/20)
<b>Author</b>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

##### **Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 2**

In order to accommodate the demand for pupil places in the Southwater area of Horsham it is necessary to replace the modular teaching accommodation at Southwater Infant and Junior Schools. In January 2020 the Cabinet Member for Education and Skills approved the allocation of additional monies from Section 106 funds to enable this

replacement work to take place (decision reference [ES07\(19/20\)](#)). As part of this decision he also delegated authority to the Director of Property and Assets to award the contract for carrying out these works.

The feasibility work and detailed design for the replacement of the four modular units have now been completed and planning permission granted. The work will be divided into two elements and tendered as two separate contracts:-

Phase 1 - The Supply and Installation of Modular Units Package  
Phase 2 - Enabling Works

The tendering process for Phase 1 is due to start shortly; a competitive tendering exercise for Phase 2 will also now commence. On completion the Director of Property and Assets will be asked to approve the award of the contract to the preferred provider to deliver the Enabling Works.

<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>	12 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES07(19/20)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Education and Skills

#### **Contract Extension for the Provision of Adult Education Services provided by Aspire Sussex Ltd**

The provision of Adult Education Services is delivered through a contract with Aspire Sussex Ltd. The contract was let on a 3 year term, commencing 1 August 2017, with the option for a 2 year extension. The services provided through the contract include the delivery of a wide range of community learning and adult skills courses, including courses for those with learning difficulties.

The initial contract term ends in August 2020; the Director of Education and Skills will be asked to approve the extension of the contract for a further two years to 31 August 2022. Taking up the extension will allow the County Council to explore future delivery

models.	
<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	5 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Education and Skills 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>	Jessica Coleman Tel: 033 022 28560
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<b>Expansion of Queen Elizabeth II Silver Jubilee School, Horsham</b>	
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.</p> <p>Following a review of current numbers on roll and the existing accommodation at Queen Elizabeth II Silver Jubilee School in Horsham the need for additional accommodation has been identified, to ensure suitable provision for the needs of the pupils currently on roll. The school caters for a wide-range of Special Educational Needs and Disability for pupils aged between 2 and 19, including children with severe learning difficulties, complex social and communication difficulties, profound and multiple learning difficulties and complex needs.</p> <p>A proposed project to deliver an increase in space would enable the school to offer suitable accommodation and support spaces for 105 pupils.</p> <p>The feasibility work for the project to accommodate the pupils is now underway. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required 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>	19 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Schools Parents and local residents Parish and District Councils Cabinet Member for Finance and Resources  Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<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>	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
<b>Background Documents</b> (via website)	None

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

### **Acting Executive Director Children, Young People and Learning**

<b>Remodelling of May House and Seaside Children's Homes</b>	
<p>The children's in-house residential service is made up of six homes, of which three, including May House and Seaside, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.</p> <p>A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference <a href="#">CYP03(19/20)</a>). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.</p> <p>To support the delivery of this strategy, the May House and Seaside sites will be remodelled to ensure the most efficient use of the existing space whilst maximising the potential service offering of each site. £225,000 of capital funding has already been approved to develop designs which will deliver the following services;</p> <ul style="list-style-type: none"> <li>• For May House, to provide emergency placements of up to 28 days to facilitate appropriate assessments, particularly for those young people with complex needs who require support to divert them away from secure care, and</li> <li>• For Seaside, to provide placements for children on the 'edge of care' who are at risk of entering the care system, to work with these children and young people to help them into a supported placement or prepare them for independent living</li> </ul> <p>The Executive Director Children, Young People and Learning will be asked to approve the allocation of £2.503m from the capital programme required to fund the delivery of works at May House and Seaside, and the commencement of a procurement process to appoint a contractor to undertake the remodelling at both sites.</p>	
<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	19 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning, 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)	Children's Residential Strategy (CYP03(19/20))

<b>Author</b>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet

<b>Scope of services for a proposed Children's Trust</b>	
<p>In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council will take steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust). The detailed proposals for the establishment and operation of the Trust and its relationship to the County Council will be described in a Memorandum of Understanding between the Council and the DfE.</p> <p>It is expected that this document will be concluded during April 2020, with a view to planning for the operation of the Trust to take effect in the Spring of 2021.</p> <p>The Cabinet will take a decision on the proposed scope of services to be included in the proposed Trust and the programme of work for the establishment of the Trust and other critical aspects of the project which need to be included in the Memorandum of Understanding.</p>	
<b>Decision by</b>	Mr Jupp, Mr Marshall, Mr Elkins, Mrs Urquhart, Mrs Russell, Mrs Jupp, Mr Lanzer, Mr Hunt, Mr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	25 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	<p>Children and Young People's Services Scrutiny Committee</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>	Garath Symonds Tel: 033 022 22511
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## 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 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 ended on 25<sup>th</sup> November 2019. Following assessment of the outcome of the consultation the Cabinet took a [decision](#) to consult on the following specific proposals (decision reference CAB10(19/20)):-

- a) Closure of Clapham and Patching C of E Primary School by September 2020 whilst continuing to discuss academisation proposals which the County Council will encourage and support.
- b) Closure of Rumboldswyke C of E Infant School effective September 2020.
- c) Relocation of Warninglid Primary School and the federation of the school by September 2021 (subject to developers progress).
- d) Closure of Stedham Primary School by September 2020, whilst continuing to encourage and assist the school in its discussion on federation, which if agreed by the end of the consultation period (16 March 2020), will result in the consultation ceasing.

The consultation commenced on 3<sup>rd</sup> February 2020 and closes on 16<sup>th</sup> March 2020. As significant progress with proposals to form a federation with another school had been demonstrated, on 7 February 2020 the proposed closure of Stedham Primary School was removed from the consultation process.

Following assessment of the outcome of the consultation the Cabinet will be asked to determine the next steps and whether the proposals should be implemented.

<b>Decision by</b>	Mr Crow, Mr Hunt, Mrs Jupp, Mr Lanzer, Mrs Urquhart, Mrs Russell, Mr Elkins, Mr Jupp, Mr Marshall - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	5 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Schools Governing Bodies Diocese of Chichester Education Parents and carers Children and Young People's Services Scrutiny Committee  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.
<b>Background Documents</b> (via website)	Small Schools Task and Finish Group Meeting Notes Cabinet Member Decision (ES02 (19/20)) Initial Consultation Details Cabinet Decision (Cab10 (19/20))
<b>Author</b>	Graham Olway Tel: 033 022 23029

<b>Contact</b>	Wendy Saunders Tel: 033 022 22553
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**Acting Executive Director Children, Young People and Learning**

<b>Award of contract for remodelling works at Cissbury Lodge Children's Home, Worthing</b>	
<p>The children's in-house residential service is made up of six homes, of which three, including Cissbury Lodge, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.</p> <p>A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference CYP03(19/20)). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.</p> <p>Cissbury Lodge's contribution to the delivery of this strategy will come through the remodelling of the home to ensure the most efficient use of the existing footprint of the homes whilst maximising the potential service offering of the site.</p> <p>As part of a separate decision process approval will be sought from the Executive Director Children, Young People and Learning for the commencement of a procurement to undertake these remodelling works. Once the procurement process has been completed the Executive Director will be asked to agree the award of contract to the preferred contractor for the delivery of works at Cissbury Lodge.</p>	
<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	19 February 2020
<b>Month</b>	May 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning 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>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Acting Executive Director Children, Young People and Learning**



### **Award of contract for remodelling works at May House and Seaside Children's Homes**

The children's in-house residential service is made up of six homes, of which three, including May House and Seaside, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.

A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference [CYP03\(19/20\)](#)). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.

To support the delivery of this strategy, the May House and Seaside sites will be remodelled to ensure the most efficient use of the existing space whilst maximising the potential service offering of each site.

As part of a separate decision process approval will be sought from the Executive Director Children, Young People and Learning for the commencement of a procurement to undertake these remodelling works. Once the procurement process has been completed the Executive Director will be asked to agree the award of a contract to the preferred contractor for the delivery of works at May House and Seaside Children's Homes.

<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	19 February 2020
<b>Month</b>	June 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning 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>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Cabinet**

#### **Adoption of the West Sussex Children First Strategic Approach**

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.

Cabinet will be asked to approve the adoption of the West Sussex Children First Strategic Approach.

<b>Decision by</b>	Mrs Urquhart, Mr Jupp, Mr Marshall, Mr Elkins, Mrs Russell, Mrs Jupp, Mr Lanzer, Mr Hunt, Mr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	27 August 2019
<b>Month</b>	July 2020
<b>Consultation/ Representations</b>	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 Scrutiny Committee – 4 March 2020  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
<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

## A Prosperous Place

### 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 Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore 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.

<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>	February 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 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</b>	A Council that Works for the Community.

<b>priority</b>	
<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

### **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

### **Executive Director Place Services**

<b>Converged Fibre Connectivity</b>
<p>The County Council recognises the strategic importance of next generation connectivity that can facilitate the delivery of future public services and improve the local economy. Ultrafast (gigabit) broadband is the next generation of connectivity, capable of delivering speeds of 1Gb (1000Mb) or more using pure optical fibre. In partnership with all district and boroughs (through the West Sussex Full Fibre Programme Board), the County Council is working to make this infrastructure more readily available.</p> <p>As an initial governance step, at its meeting on 18 February 2020 the West Sussex County Council Cabinet endorsed the Leader's approval of proposals for the allocation of the West Sussex business rate pool. The District and Borough Chief Executives and Leaders have agreed allocations for funding from the business rates pool for digital infrastructure projects and initiatives in flight and set to begin imminently.</p> <p>The Cabinet decision delegated to the Executive Director of Place Services the authority to implement the programme, including any project level key decisions, in consultation with West Sussex Councils' Chief Executives Group and the Cabinet Member for Economy and Corporate Resources</p> <p>A project-level key decision is now required to deliver a Converged Fibre Connectivity bid in partnership with Coast to Capital Local Enterprise Partnership. The Executive Director will be asked to award a contract using the Scape Framework via a partnership with Mid Sussex District Council. The contract for network build will commence from April 2020 and will deliver open access duct and/or fibre to connect Crawley (including Manor Royal), Horsham and Haywards Heath to the Burgess Hill Fibre Exchange (BHFx).</p>

<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Prosperus Place
<b>Date added</b>	5 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	West Sussex Full Fibre Programme Board; Bob Lanzer, Cabinet Member for Economy and Corporate Resources  Representation can be made by via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Sarah Bazen Tel: 033022 22374
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

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

<b>Licensing of Tables and Chairs on the Highway</b>	
<p>It is a legal requirement for businesses to have a licence for tables and chairs positioned on the highway (this includes pavements) and the County Council must be able to assess each location for its suitability. The increasing number of tables and chairs on the highway has led to a significant rise in complaints.</p> <p>The licence fee, which includes the cost of undertaking site assessments, legal work in preparing the licences, advertising and the on-going management of the scheme must ensure full cost recovery.</p> <p>Further to the commitment to review the charging mechanism, there will be a full consultation with traders, stakeholders, the public and Members about the benefits of a scheme which takes into account the size of the area occupied by the tables and chairs.</p> <p>The Cabinet Member will be asked to consider the outcome of the consultation and agree a fee structure for the positioning of tables and chairs on the highway.</p>	
<b>Decision by</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	29 January 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	Stakeholder consultation commencing 27 January 2020. Environment and Communities Committee 5 March 2020.  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>	Michele Hulme Tel: 033 022 23880
<b>Contact</b>	Judith Shore Tel. 033 022 26052

### Executive Director Place Services

<b>Partial demolition: County Buildings Crawley</b>	
<p>In August 2017 the Leader approved the Crawley Growth Programme <a href="#">LDR04 17.18</a> and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment (title now the Executive Director of Place Services) to progress the projects.</p> <p>Redevelopment of the County Buildings site in Crawley, currently within West Sussex County Council ownership, is central to achieving committed outcomes in both the Crawley Growth Programme and the One Public Estate Programme. Initial viability work has identified the opportunity to deliver up to 195 homes and 4,780sqm of commercial space on the site offering an annual yield of over £1m and a significant capital receipt.</p> <p>Decision FR07 (19/20) approved a full demolition of the site, however further work has identified benefit in moving towards a partial demolition of the site, this will allow services, including the Coroners court to remain on site.</p> <p>The Executive Director will be asked to endorse a partial demolition leaving Centenary house in situ and commence procurement for the demolition phase of the project.</p> <p>A further key decision to award the contract will be published in due course.</p>	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Properus Place
<b>Date added</b>	12 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>Crawley One public estate group; Crawley growth Board; Cabinet Member for Economy and Corporate Resources; Cabinet Member for finance.</p> <p>Representation can be made via the officer contact prior to the beginning of the month in which the decision is due.</p>
<b>Background Documents</b> (via website)	None



<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Suzannah Hill Tel. 033022 22551

### **Executive Director Place Services**

<b>Worthing Public Realm Works - Adur and Worthing Growth Programme</b>	
<p>The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSSCC) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.</p> <p>Portland Road was identified as the first phase with South Street following on later. Following the working up of the preliminary designs for Portland Road the detailed costs to deliver the scheme rose from the initial options appraisal estimate of £1m to £2.7m. This was based on extensive public consultation and work with the Worthing Town Centre Improvements Project Board. Portland Road is still deliverable within the WSSCC committed growth funding, but the increased cost of Portland Road had an implication on the phasing of the public realm package and what the WSSCC capital can deliver within this.</p> <p>Following a public realm board meeting on 6th June it was decided that the initial South Street preliminary design work should be paused, with the exception of the completion of a bus operational study, and pushed back to later in the phasing plan when CIL money will become available. The remaining preliminary design funds were instead diverted to complete the detailed design work for Portland Road to get it ready for contract tender and procurement and delivery.</p> <p>The remaining capital allocated to the public realm programme will allow WSSCC to bring forward the Railway Approach scheme in the public realm package phasing plan and deliver it (estimated at £1.3m to deliver) instead of South Street (estimated at £4m to deliver).</p> <p>Railway Approach is a pivotal scheme in the public realm package outside of Worthing Station. It will improve the accessibility of the station and links through to the town centre enhancing the resident and visitor experience of Worthing and help to provide a greater sense of place on arrival.</p> <p>WBC committed to forward fund part of the design costs for Railway Approach so that design work could start immediately.</p> <p>The Executive Director Place Services will be asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme and to proceed with the design of the Railway Approach public realm scheme.</p>	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	13 May 2019

<b>Month</b>	March 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 Executive Director Place Services via the author or service contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nick Burrell Tel: 033 022 23881
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Director of Highways, Transport and Planning

<b>A29 Realignment Scheme - submission of planning application</b>	
<p>The A29 Realignment Scheme will deliver a new 4.34 km road to the east of Eastergate, Westergate and Woodgate villages. The scheme will be delivered in at least two phases. The full scheme (phases 1 and 2) has an estimated cost of £54.24m and will provide part of the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The scheme 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>The Transport Business Case submitted to the Coast to Capital Local Enterprise Partnership (LEP) was approved by their Investment Board on 17 October 2019.</p> <p>Subsequently, £9.90 million of Local Growth Funding was awarded for the delivery of Phase 1 (between A29 Fontwell Ave and B2233 Barnham Road) subject to entering into a funding agreement. The LEP has also agreed that further funds totalling £2.40 million will be earmarked for the delivery of Phase 2 should additional Government funding become available to the LEP.</p> <p>In March 2019, the Cabinet Member for Highways and Infrastructure <a href="#">approved</a> the route, business case, consultation and delegated the finalisation of the funding agreement, the procurement process and award of a design and build contractor for Phase 1 of the scheme to the Director of Highways and Transport.</p> <p>In December 2019, the Director of Highways, Transport and Planning <a href="#">entered</a> into a funding agreement with the LEP for Phase 1 of the scheme and awarded the design and build contract for phase 1 of the scheme to Jackson Civil Engineering Group Ltd</p> <p>The Director of Highways, Transport and Planning will be asked to submit a planning application for Phase 1 of the scheme.</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan</b>	A Prosperous Place

<b>priority</b>	
<b>Date added</b>	19 February 2020
<b>Month</b>	May 2020
<b>Consultation/ Representations</b>	<p>Consultation took place between 26 February – 26 April 2019 and further consultation will be undertaken as part of the planning application process.</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Martin Tel: 033 022 24105
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

<b>Review of the Integrated Parking Strategy</b>	
<p>The County Council's Integrated Parking Strategy (IPS) was previously reviewed in 2014 and, in the context of recent changes in national, regional and local conditions, requires a further review.</p> <p>The revised IPS will cover the period to 2024 and will seek to ensure that the County Council's parking policies remain appropriate and effective at meeting the needs of local communities, its traffic management responsibilities and the wider policies and agenda.</p> <p>The IPS will sit within and contribute towards the County Council's wider transport, economic, community, environment, and health strategies.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the revised Integrated Parking Strategy.</p>	
<b>Decision by</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	19 February 2020
<b>Month</b>	May 2020
<b>Consultation/ Representations</b>	<p>All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders</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>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## A Strong, Safe and Sustainable Place

### Chief Fire Officer

<b>Award of contract for 33 wheelchair accessible minibuses</b>	
<p>As part of Decision <a href="#">OKD25 19/20</a>, a procurement process is currently underway to replace 33 wheelchair accessible minibuses as part of the Council's Fleet Asset Management Plan.</p> <p>These vehicles will support the provision of home to school transport and some adult services routes operated by the Council.</p> <p>Following the completion of the procurement process, the Chief Fire Officer seeks to award the Contract for the purchase of these vehicles to the bidder submitting the most economically advantageous tender .</p>	
<b>Decision by</b>	Sabrina Cohen-Hatton - Chief Fire Officer
<b>West Sussex Plan priority</b>	A Strong Safe and Sustainable Place
<b>Date added</b>	24 January 2020
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Representations concerning this decision can be made to the Chief Fire Officer, Via the Officer Contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

### 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</p>	

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.

The 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.

<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	9 April 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

#### **Cabinet Member for Environment**

<b>Electric Vehicle Charging Procurement</b>	
<p>At a meeting of the Cabinet on 3 December 2019, the County Council adopted an <a href="#">Electric Vehicle Strategy</a>. 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.</p> <p>The Cabinet Member for Environment will be asked to approve the decision to commence the procurement process and to delegate authority to the Director of Environment and Public Protection, in consultation with the Director of Highways to award the service concession contract following the procurement exercise.</p>	
<b>Decision by</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</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

### Executive Director Adults and Health

<b>Extension of Day Services Contracts (Adults with Learning Disabilities)</b>	
<p>Learning disability day services are delivered through contracts with 9 independent organisations.</p> <p>These services, along with the Council's in-house day services, meet customers social care needs, as defined under the Care Act 2014, by promoting independent living and wellbeing by providing a range of functions:</p> <ul style="list-style-type: none"> <li>• Support to those that struggle to access their community independently and for those with complex physical needs - personal and/or practical care at the day centre;</li> <li>• Training and skills development to support independence;</li> <li>• Work based training and support to enable people to move into supported or open employment;</li> <li>• Coordination of social and recreational activities;</li> <li>• Provision of a meeting place to build relationships beyond those with carers and staff, thus reducing social isolation and loneliness;</li> <li>• Supported stimulating activities for people with profound multiple disabilities; and</li> <li>• Carers respite.</li> </ul> <p>Taking up the extension will allow the County Council and its health partners to explore future delivery models and associated cost structures which, in line with the Lifelong Disability and Autism Market Position Statement objectives, will lead to new models of support which focus on progression, increased independence and community based relationships resulting in a reduction of building base day services.</p> <p>The contracts with the independent providers were let on a 5 year term, commencing 1<sup>st</sup> April 2015, with the option for a 2 year extension (<a href="#">Decision Ref: HA11 12/13</a>). The Executive Director Adults and Health is asked to extend the contracts with the independent providers for a further two years to 31 March 2022.</p>	
<b>Decision by</b>	Kim Curry - Executive Director Adults and Health

<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	12 February 2020
<b>Month</b>	March 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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Karen Young Tel: 0330 022 23794
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

### Executive Director Adults and Health

<b>Procurement Housing Related Support Services</b>
<p>The current housing related support contractual arrangements from the 1<sup>st</sup> October 2019 were approved by the Executive Director of Adults and Health (<a href="#">Decision Ref: OKD13 19/20</a>).</p> <p>The services were recommissioned based on a revised financial envelope and were prioritised as green, amber and red, based on a strategic fit to the Council's priorities.</p> <p>Amber services, listed within report <a href="#">OKD13/1920</a>, have been remodelled and recommissioned. This commissioning is based on the outcome of a partnership task and finish working group, which included representatives from the County Council and the District and Borough councils. In September 2019, the District and Borough partners committed to co-fund the services from 1<sup>st</sup> October 2020.</p> <p>The extension of contracts for Amber Priority services were agreed until 31<sup>st</sup> March 2020. Following this the Director of Law and Assurance has agreed a Single Tender Waiver for 3 'Amber' Housing Related Support services with contracts to commence 1st April 2020 for a period of 6 months only. These short term single tenders will enable the council to run a full competitive tender, in partnership with District and Borough colleagues, as agreed by the Executive Director of Adults and Health (<a href="#">Decision Ref: OKD13 19/20</a>) starting in March 2020, with new contracts starting on 1<sup>st</sup> October 2020. For this there will be a West Sussex County Council financial envelope of £350k per annum. This equates to £50k per District and Borough area. This funding will be matched by the relevant District or Borough Council.</p> <p>The Executive Director Adults and Health will be asked to approve the commencement of a Procurement for Housing Related Support Services in West Sussex. The tender will be divided into 6 lots:</p> <ul style="list-style-type: none"> <li>○ Adur/Worthing – Indicative Contract Value = £200,000 per annum</li> <li>○ Chichester - Indicative Contract Value = £100,000 per annum</li> </ul>

- Crawley - Indicative Contract Value = £100,000 per annum
- Horsham - Indicative Contract Value = £100,000 per annum
- Mid Sussex – Indicative Contract Value = £100,000 per annum
- Arun – Indicative Contract Value = £100,000 per annum

In Adur/Worthing, Chichester, Crawley and Horsham, the services will be based on a floating support model and will be tenure neutral. In Mid Sussex and Arun, the service will be mainly accommodation based and bidders must be able to provide at least 10 units of accommodation.

<b>Decision by</b>	Kim Curry - Executive Director Adults and Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	25 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>Consultation:</p> <ul style="list-style-type: none"> <li>● Partnership task and finish group including district and borough council representatives</li> <li>● Health and Adult Social Care Select Committee – 12 June 2019</li> </ul> <p>Representations concerning this proposed decision can be made to the Executive Director Adults and Health, via the officer contact.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Sarah L Leppard Tel: 0330 022 23774
<b>Contact</b>	Erica Keegan Tel:0330 022 26050

### Executive Director Adults and Health

#### Specialist Advocacy Service Award of Contract

The Specialist Advocacy Service will support customers with significant communication difficulties to have a voice and express their needs and wishes. Customers will be supported to resolve issues and difficulties which would otherwise have a negative impact on their physical and mental well-being. This Advocacy Service is a component part of the People Services prevention strategy which is designed to support demand management and delivery of value for money. It acts as an effective shield to costly frontline services and supports customers to resolve issues and difficulties independently, or with the support of an advocate.

Following the Cabinet Member for Adults and Health’s decision, in October 2019 ([AH8 19/20](#)), to commence a competitive procurement exercise for a Specialist Advocacy Service, a robust open tender procurement process in compliance with West Sussex



County Council Standing Orders on Procurement and Contracts has been undertaken. The procurement attracted competitive bids which have been evaluated robustly on both technical and financial aspects. Prior to commencement of evaluation, it was agreed that the contractor submitting the most economically advantageous tender would be recommended for award of the contract and a successful bidder has been identified.

The Executive Director Adults and Health seeks to award the contract to the successful bidder and to extend the contract, if appropriate, in accordance with the County Council's Standing Orders on Procurement and Contracts, subject to this being affordable within the limits of planned budgets.

<b>Decision by</b>	Kim Curry - Executive Director Adults and Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	20 January 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of 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>	Liz Merrick Tel: 033 022 23733
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

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

<b>Supported Living Services Procurement</b>
<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 &amp; 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 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</p>

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 Adults and Health.

<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

### **Cabinet Member for Environment**

<b>West Sussex Minerals and Waste Development Scheme 2020-2023</b>	
<p>The County Council is required to prepare a Minerals and Waste Development Scheme which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period.</p> <p>The current Scheme covers the period 2019-2022 and needs to be updated; the decision report will consider the revised Scheme for the period 2020-2023.</p> <p>The Cabinet Member for Environment will be asked to approve the West Sussex Minerals and Waste Development Scheme 2020-2023.</p>	
<b>Decision by</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place

<b>Date added</b>	19 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Informal consultation with the South Downs National Park Authority  Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Rupy Sandhu Tel: 033 022 26454
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Independence in Later Life

### 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>	Original Decision Report - ASCH05(13/14)

(via website)	
<b>Author</b>	Jane Walker Tel: 033 022 27927
<b>Contact</b>	Erica Keegan Tel: 033022 26050

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

<b>Review of fees and charges for commissioned services</b>	
<p>The Cabinet Member will be asked to consider the fees and rates paid for commissioned services related to the Adult Social Care and Health portfolio for 2020-21. This will cover all services commissioned for older people and adults with either a learning disability, physical disability or mental health condition. The review will consider usual maximum rates for care homes and care homes with nursing; individually agreed rates paid to care homes and care homes with nursing; shared lives; and rates and fees paid for community-based services.</p>	
<b>Decision by</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	Independence In Later Life
<b>Date added</b>	24 January 2020
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Representations concerning this decision can be made to the Cabinet Member for Adults and Health, via the Officer Contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Debbie Young Tel: 033 022 24134
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

### **Cabinet**

<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 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.</p> <p>In October 2019 in order to increase the scale and pace of delivery, the Council</p>

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
<b>West Sussex Plan priority</b>	Independence in Later Life
<b>Date added</b>	5 December 2019
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>Health and Adult Social Care Scrutiny 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.</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 Extra Care Contracts**

West Sussex County Council are working in partnership with District & Borough Councils, registered housing providers and registered care providers to develop and deliver extra care housing across West Sussex. The Council have commissioned care provision within 12 existing extra care services and are now looking to commence a procurement to source care provision for two new extra care housing schemes.

Extra care housing provides specialist accommodation to adults primarily over the age of

55 years who require adapted properties and have eligible care and support needs as assessed in line with the Care Act 2014. The schemes provide individual adapted apartments, communal areas, a restaurant and an onsite care team. Extra care housing is enabling residents of West Sussex to remain independent within their communities and provides an alternative option to residential care.

In 2017, Following a key decision by the Cabinet Member for Adults and Health, ([Ref: ASCH916-17](#)) the Council set up a new dynamic purchasing system (DPS) framework for extra care housing. The DPS allows the Council to approve and add new appropriately qualified care providers to the framework at any time. All providers on the DPS will meet core requirements. When new schemes are developed or there is a need for a change of care provider in an existing scheme, the DPS will be used to source the care provision. Alongside the DPS, the 12 current schemes were awarded new care contracts for 3 years with the possibility of a further 2-year extension.

Since the commencement of the DPS two new extra care schemes have been in development with building work having now commenced on both. Monaveen in Westergate will open to its first residents in December 2020 and Lingfield Lodge in East Grinstead will be completed in March 2021.

The Cabinet Member for Adults and Health will be asked to agree the extension of the current contracts for existing services, extension of the DPS framework, and approval to commence a procurement process through the DPS to source the future care provision for the two new schemes.

Following procurement, the Cabinet Member for Adults and Health will be asked to delegate authority for contract award to the Executive Director Adults and Health.

<b>Decision by</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	Independence in Later Life
<b>Date added</b>	3 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	Utilised Internal Officer Specialisms  Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health via the officer contact.
<b>Background Documents</b> (via website)	
<b>Author</b>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

**Executive Director Adults and Health**

**Discharge to Assess with Reablement Care Services**

Discharge to Assess with Reablement services are designed for hospital patients who are medically fit for discharge, but unable to immediately return home; it is a model recognised by NHS England as facilitating earlier discharge and/or reducing the number and length of delays in discharge from hospital for older people.

The key objectives delivered through Discharge to Assess are:

- Reduction of delayed transfers of care (DTOC) between health and social care;
- reduced level of dependency for as many customers as possible;
- ensuring that no long-term decisions concerning customers' care needs are made in an acute setting

Contracts for the provision of Discharge to Assess with Reablement services were awarded in 2018, for an initial fixed term of 2-years with options to extend to a maximum of 5-years, through an EU Procurement exercise conducted following approval of Cabinet Decision [AH01 17-18](#).

The initial contract term comes to an end on 31<sup>st</sup> March 2020, an extension of 2-years has been requested by Adults Operations to support the Adults and Health Step-Up, Step-Down programme.

The Executive Director Adults and Health will be asked to agree the extension of the existing contracts for 2-years, commencing 1 April 2020.

<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>	5 February 2020
<b>Month</b>	March 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>	Lee Jenner Tel: 0330 022 23754
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

## A Council that works for the Community

### Leader, Cabinet Member for Finance

#### Total Performance Monitor (Rolling Entry)

The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the

Cabinet's key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.

<b>Decision by</b>	Mr Marshall, Mr Hunt - Leader, 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>	
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.	
<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 via the officer contact.
<b>Background Documents</b> (via website)	
<b>Author</b>	Elaine Sanders Tel: 033 022 25605



<b>Contact</b>	Suzannah Hill Tel. 033022 22551
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**Executive Director Place Services**

<b>Award of Contract for Self Service Library Kiosks</b>	
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>In order to provide modern, longer term services procurement (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.</p> <p>Following the completion of the procurement process, the Executive Director Place Services will seek to award the Contract for the Self-Service Library Kiosks to the preferred bidder.</p>	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	21 August 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Representations concerning the proposed decision can be made to the 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 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>

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.

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 reprovision of the gypsy and traveller site and facilities.

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.

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.

<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>	Emily King Tel: 033 022 23876, Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

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

#### **Procurement of a Construction Framework**

The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate, a construction framework arrangement is required to deliver work around and within the County Council buildings. This will include repairs and refurbishment as well as new build requirements where needed. It will enable the County Council to place works orders with a variety of qualified contractors to deliver works that fall outside of the current maintenance contract.

The anticipated spend through the new Framework is approximately £48m over a maximum term of 4 years. The value of the Framework is greater than £4,733,252 ex VAT so, in order to comply with the requirements of EU/UK law (the Public Contract Regulations 2015) and the County Council's Standing Orders on Procurement and Contracts, an OJEU procurement must be run to establish a new Framework Agreement.

The Cabinet Member will be asked to agree to the commencement of a procurement process to begin in February 2020, contract to be awarded in June 2020 and commence on 1 July 2020 and to delegate to the Director of Property and Assets, the authority to award contract/contracts. Further forward plan entries and decision reports will be published as appropriate.

<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>	24 January 2020
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Internal and external stakeholders, the incumbent supplier and market suppliers.  Representation concerning this proposed decision can be made 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>	Stephen Allan Tel: 033 022 25192
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

### **Director of Finance and Support Services**

#### **Approval: Professional Services Framework**

The County Council relies on bought in professional services in almost all service areas. Current procurement policy is supported using a "Framework Agreement", Nepro 3, which provides access to a delivery partner to deliver a specialist professional services solution. Approval is sought for access to the latest iteration of this professional services framework.

The Council is required to enter into a Call Off contract setting the terms between the Council and the delivery partner however, there is no financial commitment from the Council when joining the Framework. Each individual Statement of Work or Programme that is subsequently contracted individually as a "call off" contract will be subject to the appropriate governance on a case by case basis. The cumulative value of these call off contracts will be over £500,000 therefore this key decision is required for approval to access the Framework.

The Director of Finance and Support Services is asked to approve access to the North

East Purchasing Organisation (NEPO) framework agreement for professional services – known as NEPRO. The Framework will run from 2020 for a maximum term of 7 years.	
<b>Decision by</b>	Katharine Eberhart - Director of Finance and Support Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	25 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	N/A Representation can be made via the officer contact by the beginning of the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Neil Robb Tel: 033022 29426
<b>Contact</b>	Suzannah Hill Tel. 033022 22551

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

<b>Procurement of Mortuary Services</b>	
<p>The Council currently has contracts with two NHS Trusts who run our Mortuary and Post-Mortem Services:</p> <ul style="list-style-type: none"> <li>• WSHT - Western Sussex Hospital Trust (covers approx. 75% of requirement)</li> <li>• SASH - Surrey and Sussex Health Trust (covers approx. 25% of requirement)</li> </ul> <p>Both contracts will expire on 22 January 2021 and there is no provision for further extensions.</p> <p>The Council ran a procurement in 2018/19 with a vision of having a dedicated Mortuary – 100% of bodies going into one location and moving away from traditional post-mortems towards digital non-invasive methods. However, the Council only received one bid which was subsequently deemed unaffordable. The bid was later withdrawn and the procurement process abandoned.</p> <p>The Cabinet Member for Adults and Health will be asked to agree the commencement of a procurement that will secure ongoing contracts for the Mortuary and Post-Mortem services from January 2021 and to delegate authority to the Director of Communities to award the contracts following the procurement exercise.</p>	
<b>Decision by</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	25 February 2020

<b>Month</b>	March 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.
<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

### Director of Finance and Support Services

<b>Procurement of Print Management Service Contract</b>	
<p>The County Council currently contracts with Xerox to provide print services at the County Councils 190 smaller sites around the county. The contract is due to end in October 2020. The Cabinet Member will be asked to endorse the commencement of procurement of a print management contract using a procurement framework; contract to commence 01 November 2020 and comprise hardware leasing, commissioning and operation of a Managed Print Service. The Cabinet Member will be asked to delegate authority to the Director Finance and Support Services to award the contract and a further key decision will be published as appropriate.</p>	
<b>Decision by</b>	Katharine Eberhart - Director of Finance and Support Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	12 February 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>Cabinet Member for Fire &amp; Rescue and Communities; Internal Stakeholders, County Council Sustainability Team. Contract suppliers. Service users</p> <p>Representation can be made via the officer contact in the month in which the decision is to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Stewart Laird Tel: 033022 25310
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

### Director of Finance and Support Services

### **Award of Contract: Business Management Solution**

In November 2019 the Cabinet Member for Economy and Corporate Resources endorsed decision [ECR01 19-20](#) concerning commencement of a procurement process for a replacement business management solution and to delegation of authority to the Director Finance and Support Services to award the contract.

The procurement process is due to conclude and the Director Finance and Support Services will be asked to endorse a decision to award the contract.

<b>Decision by</b>	Katharine Eberhart - Director of Finance and Support Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	5 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Internal stakeholders including officers in Human Resources, Finance and Procurement Directors and Heads of Service. Local Authorities.  Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Alistair Rush
<b>Contact</b>	Suzannah Hill Tel. 033022 22551