

Forward Plan of Key Decisions

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

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

The most important decisions will be taken by the Cabinet sitting in public. The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the County Council’s website and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
Date added	The date the proposed decision was added to the Forward Plan.
Month	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
Background Documents	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

Finance, assets, performance and risk management

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

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

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

For questions contact Helena Cox on 033 022 22533, email helena.cox@westsussex.gov.uk.

Published: 8 April 2020

Forward Plan Summary

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

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18	Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	April 2020
20	Executive Director Place Services	West Sussex Gigabit Voucher Scheme	April 2020
20	Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	April 2020
21	Cabinet Member for Highways and Infrastructure	Licensing of Tables and Chairs on the Highway	April 2020
22	Director of Highways, Transport and Planning	Award of contracts for Highway Maintenance Specialist Services	April 2020
23	Executive Director Place Services	Converged Fibre Connectivity	May 2020
24	Director of Highways, Transport and Planning	Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6	May 2020
24	Cabinet Member for Highways and Infrastructure	Chichester On-Street Parking Management Plan	May 2020
25	Cabinet Member for Highways and Infrastructure	Manor Royal On-Street Parking Management Plan	May 2020
26	Cabinet Member for Highways and Infrastructure	English National Concessionary Travel Scheme - Discretionary Rail Cards	May 2020
27	Director of Highways, Transport and Planning	A29 Realignment Scheme - submission of planning application	May 2020
28	Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	June 2020
29	Cabinet Member for Highways and Infrastructure	West of Horsham - A24 Robin Hood Roundabout Scheme, including Great Daux Roundabout	June 2020
30	Executive Director Place Services	Worthing Community Hub Award of Contract	April 2020
30	Interim Executive Director Adults and Health	Extension of Day Services Contracts (Adults with Learning Disabilities)	April 2020
31	Interim Executive Director Adults and Health	Procurement Housing Related Support Services	April 2020

33	Cabinet Member for Adults and Health	Supported Living Services Procurement	April 2020
34	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2020-2023	April 2020
35	Cabinet Member for Environment	Delivery of the Ash Dieback Action Plan - Procurement	April 2020
35	Cabinet Member for Adults and Health	Review of fees and charges for commissioned services	April 2020
36	Cabinet Member for Adults and Health	Commissioning of Extra Care Contracts	April 2020
37	Interim Executive Director Adults and Health	Discharge to Assess with Reablement Care Services	April 2020
38	Cabinet	Adults' Services Improvement - Next Steps	May 2020
39	Leader, Cabinet Member for Finance	Total Performance Monitor (Rolling Entry)	Between April 2020 and March 2021
40	Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2020 and March 2021
40	Director of Finance and Support Services	Award of Contract: Business Management Solution	April 2020
41	Cabinet Member for Adults and Health	Procurement of Mortuary Services	April 2020
42	Cabinet Member for Economy and Corporate Resources	Procurement of a Construction Framework	July 2020

Best Start in Life

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.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	12 February 2020
Month	April 2020
Consultation/ Representations	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.
Background Documents (via website)	Cabinet Member Decision ES07(19/20)
Author	Carol Bruce Tel: 033 022 23055
Contact	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.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	10 January 2020
Month	April 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - Tel: 033 022 22553

Cabinet

Small Schools Proposals

In September 2019 the Cabinet Member for Education and Skills took a [decision](#) (decision reference ES02(19/20)) to approve the commencement of a consultation in relation to proposals for change at the following schools:-

- 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 25th 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 3rd February 2020 and closes on 16th 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.

Decision by	Mr Crow, Mr Hunt, Mrs Jupp, Mr Lanzer, Mr Elkins, Mr Marshall, Mr Jupp, Mrs Russell, Mrs Urquhart - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	5 February 2020
Month	April 2020
Consultation/ Representations	Schools Governing Bodies Diocese of Chichester Education Parents and carers Children and Young People's Services Select Committee – 14 April 2020 Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Small Schools Task and Finish Group Meeting Notes Cabinet Member Decision (ES02 (19/20)) Initial Consultation Details Cabinet Decision (Cab10 (19/20))
Author	Graham Olway Tel: 033 022 23029

Contact	Wendy Saunders Tel: 033 022 22553
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Director of Property and Assets

Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 2	
<p>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.</p> <p>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:-</p> <p>Phase 1 - The Supply and Installation of Modular Units Package Phase 2 - Enabling Works</p> <p>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.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	12 February 2020
Month	April 2020
Consultation/ Representations	<p>School Parents and local residents Parish and District Councils</p> <p>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</p>
Background Documents (via website)	Cabinet Member Decision ES07(19/20)
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Queen Elizabeth II Silver Jubilee School, Horsham

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.

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.

A proposed project to deliver an increase in space would enable the school to offer suitable accommodation and support spaces for 105 pupils.

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.

Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	19 February 2020
Month	April 2020
Consultation/ Representations	<p>Schools Parents and local residents Parish and District Councils Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Remodelling of 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. £225,000 of capital funding has already been approved to develop designs which will deliver the following services;

- 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
- 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

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.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	19 February 2020
Month	April 2020
Consultation/ Representations	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
Background Documents (via website)	Children's Residential Strategy (CYP03(19/20))
Author	Shirley Gounder Tel: 033 022 27369
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Scope of services for a proposed Children's Trust

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.

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.

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.

Decision by	Mr Jupp, Mr Marshall, Mr Elkins, Mrs Urquhart, Mrs Russell, Mrs Jupp, Mr Lanzer, Mr Hunt, Mr Crow - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	25 February 2020
Month	April 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Lucy Butler
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Children Looked After and Care Leavers' Strategy 2020-2024

The current Children Looked After and Care Leaver's Strategy (2018-21) is being updated following the Ofsted inspection of 2019 and the appointment of a Commissioner to work with West Sussex County Council

The update is necessary to ensure a strategic approach and evidence our commitment to ensuring that children who are looked after by the authority are happy, healthy, and safe and have the opportunity to achieve their full potential.

The proposed new strategy is the product of consultation with the Children in Care Council, Corporate Parenting Panel and partners. It will have an annually updated action plan to enable the service to measure delivery against the objectives outlined in the

strategy and ensure resources are targeted so as to improve the quality of life for children and young people in the care of the local authority.

The Cabinet Member for Children and Young People is asked to support the adoption of the Children Looked After and Care Leavers' Strategy 2020-24.

Decision by	Mrs Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	2 March 2020
Month	April 2020
Consultation/ Representations	Corporate Parenting Panel - 12 March 2020 Children in Care Council Health Education Local Safeguarding Partnership Staff and Young People living in County Council Children's Homes Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision CYP04 (17/18)
Author	Shirley Gounder Tel: 033 022 27369
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Provision of new school hall at Thorney Island Primary School	
<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>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	21 August 2019
Month	April 2020
Consultation/	School

Representations	Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - Tel: 033 022 22553

Executive Director Children, Young People and Learning

Children's Trust Phase 2 Procurement	
<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 is taking steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust) as set out in the agreed Memorandum of Understanding between the Council and the DfE (due to be agreed during April 2020).</p> <p>The Executive Director Children, Young People and Learning will be asked to approve the commencement of a procurement process to appoint a contractor to manage the process of establishing the West Sussex Children's Trust and the transfer of the agreed services to that Trust (as set out in the Memorandum of Understanding).</p>	
Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	18 March 2020
Month	May 2020
Consultation/ Representations	Representations concerning this decision should be made to the Executive Director Children, Young People and Learning via the officer contact by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lucy Butler
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Award of contract for remodelling works at 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.

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.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	19 February 2020
Month	May 2020
Consultation/ Representations	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
Background Documents (via website)	None
Author	Shirley Gounder Tel: 033 022 27369
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery

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.

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.

A further survey of the existing building's condition and suitability to meet the needs of the College's students has now been undertaken. Following assessment of the outcome of this survey and exploration of access options Cabinet will be asked to agree the allocation of funds from the Capital Programme to enable the new investment at Woodlands Meed to proceed.

Decision by	Mr Marshall, Mr Jupp, Mrs Urquhart, Mr Elkins, Mrs Russell, Mr Lanzer, Mrs Jupp, Mr Hunt, Mr Crow - Cabinet
West Sussex Plan priority	Best Start in LIfe
Date added	1 July 2019
Month	May 2020
Consultation/ Representations	School Cabinet Member for Finance and Resources Children and Young People's Services Scrutiny Committee – 4 December 2019 Representations concerning this proposed decision can be made to the Cabinet Member, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision ES18(18/19)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

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.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	19 February 2020
Month	June 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Shirley Gounder Tel: 033 022 27369
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Adoption of the West Sussex Children First Strategic Approach
<p>In collaboration with partners across West Sussex the County Council is developing a West Sussex Children First Strategic Approach. This will set out the direction and commitment for how partners in West Sussex will deliver a shared vision for children and young people placing children at the heart of all we do.</p> <p>It will be a single over-arching strategic approach based on the West Sussex Plan, the Health and well-Being Strategy and Children's Services Practice Improvement Plan for Social Care as well as other key strategies where outcomes for children, young people and their families will be improved. It will set out how West Sussex will be a great place for children and young people, where all, including those who are vulnerable or</p>

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.

Decision by	Mr Marshall, Mr Jupp, Mrs Urquhart, Mrs Russell, Mr Elkins, Mrs Jupp, Mr Lanzer, Mr Hunt, Mr Crow - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	27 August 2019
Month	July 2020
Consultation/ Representations	Internal (County Council) and external partners including Health and Well-being Board; Local Safeguarding Partnership; Community Safety; Schools (primary and secondary) Health; Police; Children and Young People; District and Borough Councils. Children and Young People's Services Scrutiny Committee – 4 June 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
Background Documents (via website)	None
Author	Ann Marie Dodds Tel: 033 022 29331
Contact	Wendy Saunders - Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Palatine Primary School, Worthing

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.

Following a review of current numbers on roll, projected needs and the existing accommodation at Palatine Primary School in Worthing the need for additional accommodation has been identified, to meet a projected increase in pupils from 153 to 178. The school caters for a wide-range of Special Educational Needs and Disability for pupils aged between 4 and 11, including children with moderate and severe learning difficulties, complex social and communication difficulties and profound and multiple

learning difficulties.

A proposed project to deliver an increase in capacity would enable the school to offer suitable accommodation and support spaces for 178 pupils.

The feasibility work for the project to accommodate the pupils has been completed. 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.

Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added	1 April 2020
Month	July 2020
Consultation/ Representations	School, parents and local residents Parish and Borough 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
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

A Prosperous Place

Executive Director Place Services

Worthing Public Realm Works - Adur and Worthing Growth Programme

The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSCC) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.

Portland Road was identified as the first phase with South Street following on later. Following the working up of the preliminary designs for Portland Road the detailed costs to deliver the scheme rose from the initial options appraisal estimate of £1m to £2.7m. This was based on extensive public consultation and work with the Worthing Town Centre Improvements Project Board. Portland Road is still deliverable within the WSCC

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

Following a public realm board meeting on 6th June it was decided that the initial South Street preliminary design work should be paused, with the exception of the completion of a bus operational study, and pushed back to later in the phasing plan when CIL money will become available. The remaining preliminary design funds were instead diverted to complete the detailed design work for Portland Road to get it ready for contract tender and procurement and delivery.

The remaining capital allocated to the public realm programme will allow WSCC to bring forward the Railway Approach scheme in the public realm package phasing plan and deliver it (estimated at £1.3m to deliver) instead of South Street (estimated at £4m to deliver).

Railway Approach is a pivotal scheme in the public realm package outside of Worthing Station. It will improve the accessibility of the station and links through to the town centre enhancing the resident and visitor experience of Worthing and help to provide a greater sense of place on arrival.

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

The 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.

Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	13 May 2019
Month	April 2020
Consultation/ Representations	Cabinet Member for Economy and Corporate Resources. Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019 Representation concerning the proposed decision can be made to the 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.
Background Documents (via website)	None
Author	Nick Burrell Tel: 033 022 23881
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

West Sussex Gigabit Voucher Scheme

Gigabit Capable broadband is the next generation of connectivity, able to deliver speeds of 1Gb (1000Mb). Following decision [CAB13 19-20](#) in February 2020, the County Council's Digital Infrastructure Team is working with partners, communities and suppliers to promote the Government Gigabit Voucher Scheme (GBVS) administered by the Department for Digital, Culture, Media and Sport (DCMS). Currently Residents and SME's in rural areas can obtain up to £1,500 and £3,500 respectively towards the cost of a gigabit capable installation. Despite this there are still instances where the scheme is still not viable for residents and SME's in some hardest to reach areas. The County Council therefore proposes to utilise the option to undertake a 'top up' to the GBVS scheme to increase the viability and attractiveness of the scheme in rural communities which include some of the hardest to reach and least commercially viable areas. This involves working with residents, SMEs and suppliers to aggregate demand in rural eligible areas. This will include promotion of the scheme, community engagement and allocation of resources to overcome barriers faced by rural communities.

The Executive Director for Place Services will be asked to endorse a bid to the Department for Digital, Culture, Media and Sport (DCMS) to create a Gigabit Voucher Top Up Scheme to the value of up to £2.85m for West Sussex and the release of the necessary funds from the Business Rates Retention Pilot to enable the delivery of the scheme.

Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	18 March 2020
Month	April 2020
Consultation/ Representations	West Sussex Full Fibre Programme Board; Bob Lanzer, Cabinet Member for Economy and Corporate Resources Representation can be made via the officer contact at the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Sarah Bazen Tel: 033 022 22374
Contact	Suzannah Hill Tel. 033 022 22551

Director of Highways, Transport and Planning

Adur and Worthing Agency Agreement for Parking Services

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

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

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

Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	20 December 2019
Month	April 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore 033 022 26052

Cabinet Member for Highways and Infrastructure

Licensing of Tables and Chairs on the Highway

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.

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.

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.

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.

Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan	A Prosperous Place

priority	
Date added	29 January 2020
Month	April 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Michele Hulme Tel: 033 022 23880
Contact	Judith Shore Tel. 033 022 26052

Director of Highways, Transport and Planning

Award of contracts for Highway Maintenance Specialist Services	
<p>West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.</p> <p>In January 2019, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	9 March 2020
Month	April 2020
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Neil Hewitt Tel: 033 022 26937

Contact	Judith Shore Tel: 033 022 26052
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Executive Director Place Services

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

Director of Highways, Transport and Planning

Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In January 2019, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and [delegated authority](#) to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.

In November 2019, the Director of Highways, Transport and Planning [awarded contracts](#) for Lots 1, 2 and 3 (core services, drainage cleansing, hedge and grass maintenance)

A formal procurement process is underway for the delivery of highways improvements under Lots 4, 5 and 6 (carriageways, footways and infrastructure works) to be undertaken during the 2020-21 financial year.

On completion, the Director of Highways, Transport and Planning will be asked to approve the award of the contract to the preferred contractors to deliver highways improvements during the 2020-21 financial year

Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	9 March 2020
Month	May 2020
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore 033 022 26052

Cabinet Member for Highways and Infrastructure

Chichester On-Street Parking Management Plan

The [decision](#) to formally advertise the proposals for a Chichester (city wide) Parking Management Plan was delegated to the Director for Highways, Transport and Planning by the Cabinet Member for Highways and Infrastructure.

The proposals are subject to a statutory advertisement and public consultation

undertaken during February and March 2020.

The Cabinet Member for Highways and Infrastructure will be asked to consider the results of the statutory advertisement, including any representations from the South Chichester County Local Committee, and decide whether, and how, any proposals should be implemented.

Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	9 March 2020
Month	May 2020
Consultation/ Representations	Chichester District Council South Chichester County Local Committee Sussex Police All Parish Councils in the District Chichester BID Transport operators Residents in roads affected Other Stakeholders Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Manor Royal On-Street Parking Management Plan	
<p>The decision to formally advertise the proposals for a Manor Royal Parking Management Plan was delegated to the Director for Highways, Transport and Planning by the Cabinet Member for Highways and Infrastructure.</p> <p>The proposals will be subject to a statutory advertisement and public consultation during April 2020.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to consider the results of the statutory advertisement, including any representations from the Crawley County Local Committee, Crawley Borough Council and the Manor Royal BID and decide whether, and how, any proposals should be implemented.</p>	
Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan	A Prosperous Place

priority	
Date added	13 March 2020
Month	May 2020
Consultation/ Representations	<p>Crawley Borough Council Sussex Police Crawley County Local Committee Manor Royal BID Transport operators 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>
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

English National Concessionary Travel Scheme - Discretionary Rail Cards	
<p>The ENCTS provides statutory free off-peak bus travel for eligible older and disabled people.</p> <p>The County Council is reviewing all areas of discretionary expenditure including where it funds senior rail cards as an alternative to a free bus pass for eligible older residents of West Sussex.</p> <p>This is not a statutory duty and so may be discontinued.</p> <p>Users and other stakeholders have been consulted to help understand the impact of any changes to the current discretionary railcard offer. If this option is withdrawn, older residents will retain their entitlement to a free bus pass and may also choose to purchase a railcard for £30/year (or £70 for 3 years).</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to consider the outcome of the consultation and decide whether to retain the discretionary provision of senior rail cards as an alternative to the free bus pass.</p>	
Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	13 March 2020
Month	May 2020

Consultation/ Representations	<p>A four-week consultation was undertaken to seek the views of affected residents and other stakeholders between 24 October and 4 December 2019.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

A29 Realignment Scheme - submission of planning application	
<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 approved 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 entered 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>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	19 February 2020

Month	May 2020
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Elaine Martin Tel: 033 022 24105
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Review of the Integrated Parking Strategy	
<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>	
Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	19 February 2020
Month	June 2020
Consultation/ Representations	<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>
Background Documents (via website)	None

Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

West of Horsham - A24 Robin Hood Roundabout Scheme, including Great Daux Roundabout

The West of Horsham highway infrastructure package supports the delivery of the major housing and employment developments to the east and west of the A24.

The A24 Robin Hood Roundabout improvement scheme, which forms part of the package, includes alterations to the layouts of the junction with additional approach lanes and traffic signals with improved pedestrian and cycle crossing facilities. The improvements are being funded through developer contributions secured through Section 106 Agreements. To construct the junction improvements, there is a need to drawdown additional S106 funding and to tender for and procure a build contractor.

Two major improvement schemes in the package, at the Newbridge Roundabout and Farthings Hill Roundabout, have recently been delivered by the County Council.

The remaining major scheme in the package is the A24 Great Daux Roundabout; the delivery of improvements to that junction need to be rephased to take account of: the timing of a developer contribution from the North of Horsham Development, a new study of the A24 corridor, and future major development proposals in the Horsham area.

The Cabinet Member will be asked to approve the additional capital allocation of S106 funding, the commencement of the tender process to secure a build contractor for the A24 Robin Hood scheme and delegation to the Director of Highways, Transport and Planning to appoint the contractor for the A24 Robin Hood Roundabout scheme and rephase the delivery of the Great Daux scheme.

Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	8 April 2020
Month	June 2020
Consultation/ Representations	Local County Council and District Council Members and Parish Councils Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Stephen Reed Tel: 033 022 27328

Contact	Judith Shore Tel: 033 022 26052
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A Strong, Safe and Sustainable Place

Executive Director Place Services

Worthing Community Hub Award of Contract	
<p>This decision is subject to the approval of the decision by the Cabinet member for Safer, Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director of Place Services.</p> <p>The Executive Director Place Services will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.</p>	
Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	9 April 2019
Month	April 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Interim Executive Director Adults and Health

Extension of Day Services Contracts (Adults with Learning Disabilities)
Learning disability day services are delivered through contracts with 9 independent organisations.

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:

- 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;
- Training and skills development to support independence;
- Work based training and support to enable people to move into supported or open employment;
- Coordination of social and recreational activities;
- Provision of a meeting place to build relationships beyond those with carers and staff, thus reducing social isolation and loneliness;
- Supported stimulating activities for people with profound multiple disabilities; and
- Carers respite.

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.

The contracts with the independent providers were let on a 5 year term, commencing 1st April 2015, with the option for a 2 year extension ([Decision Ref: HA11 12/13](#)). 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.

Decision by	Kim Curry - Interim Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	12 February 2020
Month	April 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director for Adults and Health via the officer contact.
Background Documents (via website)	None
Author	Karen Young Tel: 0330 022 23794
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Procurement Housing Related Support Services
The current housing related support contractual arrangements from the 1 st October 2019

were approved by the Executive Director of Adults and Health ([Decision Ref: OKD13 19/20](#)).

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.

Amber services, listed within report [OKD13/1920](#), 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 1st October 2020.

The extension of contracts for Amber Priority services were agreed until 31st 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 ([Decision Ref: OKD13 19/20](#)) starting in March 2020, with new contracts starting on 1st 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.

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:

- Adur/Worthing – Indicative Contract Value = £200,000 per annum
- Chichester - Indicative Contract Value = £100,000 per annum
- 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.

Decision by	Kim Curry - Interim Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	25 February 2020
Month	April 2020
Consultation/ Representations	<p>Consultation:</p> <ul style="list-style-type: none"> ● Partnership task and finish group including district and borough council representatives ● Health and Adult Social Care Scrutiny Committee – 12 June 2019 <p>Representations concerning this proposed decision can be made</p>

	to the Executive Director Adults and Health, via the officer contact.
Background Documents (via website)	None
Author	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel:0330 022 26050

Cabinet Member for Adults and Health

Supported Living Services Procurement	
<p>Supported Living services are care, support and accommodation services purchased by the Council on behalf of people who have been assessed as having eligible social care needs. These services support people to live more independently through the provision of personal care and outreach support.</p> <p>The council currently commissions the majority of these services from a framework agreement which first commenced in April 2012 (Supported Living & Personal Support for Adults with Learning Disability Framework). In 2016 a new framework was let (Supported Living and Family Support Services for adults with learning disabilities and disabled children and young people in West Sussex Framework). This framework ends in March 2021.</p> <p>The commissioning of supported living is being reviewed with proposals being developed for new arrangements to be established across the county which will enable the achievement of our strategic aim to support more people to live in settled accommodation, with their family or in their own tenancy, for longer. The council will develop new arrangements considering: the challenges faced in the market - particularly around recruitment and retention of staff; the provision for increasingly complex individuals; the need to strengthen community networks and maximise customer independence; and develop services which meet the expectations of customers and their families.</p> <p>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.</p>	
Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	16 October 2019
Month	April 2020
Consultation/ Representations	Key Stakeholder engagement will inform this procurement including an online survey and market event.

	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.
Background Documents (via website)	None
Author	Alison Nuttall Tel: 033 022 25936
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

West Sussex Minerals and Waste Development Scheme 2020-2023	
<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>	
Decision by	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	19 February 2020
Month	April 2020
Consultation/ Representations	<p>Informal consultation with the South Downs National Park Authority</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment

Delivery of the Ash Dieback Action Plan - Procurement

Ash Dieback is a disease that is likely to kill 95% of the county's ash trees over the next 10–20 years. This will have a major impact on the county's landscape, the wildlife it supports, other ecosystems that trees provide and climate change.

It will also have a high impact on the county and the County Council, posing a significant risk to people, property (including schools) and the delivery of services (including highways). Therefore, a corporate [Ash Dieback Action Plan](#) has been prepared to manage the impact of the disease.

The aim of the Plan is to effectively address the risks presented by the impact of ash dieback (which will require a programme of reactive and proactive tree removal and replanting), conserve the ecosystems in which ash trees are found across the county, and prepare for a positive regeneration phase with a net biodiversity gain.

A specialist contractor will be procured to deliver the tree removal and replanting programme.

The Cabinet Member for Environment will be asked to:

1. approve the allocation of funding for the contract to deliver the programme
2. commence the procurement process and
3. delegate authority to the Director of Highways, Transport and Planning to award the contract for the programme

Decision by	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	23 March 2020
Month	April 2020
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Don Baker Tel: 033 022 26439
Contact	Judith Shore Tel: 033 022 26052

Independence in Later Life

Cabinet Member for Adults and Health

Review of fees and charges for commissioned services

The Cabinet Member has been 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.

Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence In Later Life
Date added	24 January 2020
Month	April 2020
Consultation/ Representations	Representations concerning this decision can be made to the Cabinet Member for Adults and Health, via the Officer Contact.
Background Documents (via website)	None
Author	Debbie Young Tel: 033 022 24134
Contact	Erica Keegan Tel: 0330 022 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.

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

Interim 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 31st 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.

Decision by	Kim Curry - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	5 February 2020
Month	April 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lee Jenner Tel: 0330 022 23754
Contact	Erica Keegan Tel: 0330 022 26050

Cabinet

Adults' Services Improvement - Next Steps

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.

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.

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

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

Decision by	Mrs Jupp - Cabinet
West Sussex Plan priority	Independence in Later Life
Date added	5 December 2019
Month	May 2020
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Sarah Farragher Tel: 033 022 28403
Contact	Erica Keegan Tel: 033022 26050

A Council that works for the Community

Leader, Cabinet Member for Finance

Total Performance Monitor (Rolling Entry)	
<p>The Monitor details the Council’s performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet’s key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.</p>	
Decision by	Mr Marshall, Mr Hunt - Leader, Cabinet Member for Finance
West Sussex Plan priority	A Council that Works for the Community
Date added	1 April 2019
Month	Between April 2020 and March 2021

Consultation/ Representations	Representations concerning this proposal can be made to the Leader/and or the Cabinet Member for Finance via the officer contact.
Background Documents (via website)	None
Author	Fiona Morris Tel: 033 022 23811
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Finance

Property Review (Rolling Entry)	
The County Council's Future West Sussex Plan set out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy . An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.	
Decision by	Mr Hunt - Cabinet Member for Finance
West Sussex Plan priority	A Council that works for the Community
Date added	1 December 2017
Month	Between April 2020 and March 2021
Consultation/ Representations	Representation can be made via the officer contact.
Background Documents (via website)	
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel. 033022 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.

Decision by	Katharine Eberhart - Director of Finance and Support Services
West Sussex Plan priority	A Council that Works for the Community
Date added	5 February 2020
Month	April 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Alistair Rush Tel: 033022
Contact	Suzannah Hill Tel. 033022 22551

Cabinet Member for Adults and Health

Procurement of Mortuary Services

The Council currently has contracts with two NHS Trusts who run our Mortuary and Post-Mortem Services:

- WSHT - Western Sussex Hospital Trust (covers approx. 75% of requirement)
- SASH - Surrey and Sussex Health Trust (covers approx. 25% of requirement)

Both contracts will expire on 22 January 2021 and there is no provision for further extensions.

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.

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.

Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Council that Works for the Community

Date added	25 February 2020
Month	April 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact.
Background Documents (via website)	None
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Economy and Corporate Resources

Procurement of a Construction Framework	
<p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Mr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that works for the Community
Date added	24 January 2020
Month	July 2020
Consultation/ Representations	<p>Internal and external stakeholders, the incumbent supplier and market suppliers.</p> <p>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.</p>

Background Documents (via website)	None
Author	Stephen Allan Tel: 033 022 25192
Contact	Suzannah Hill Tel. 033 022 22551