

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: 23 April 2020

Forward Plan Summary

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

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16	Executive Director Place Services	Procurement: Adur and Worthing Growth Programme, Worthing Public Realm Works	April 2020
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18	Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	April 2020
19	Cabinet Member for Highways and Infrastructure	Licensing of Tables and Chairs on the Highway	April 2020
19	Executive Director Place Services	Award of Contract: Converged Fibre Connectivity	May 2020
20	Director of Highways, Transport and Planning	Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6	May 2020
21	Cabinet Member for Highways and Infrastructure	Chichester On-Street Parking Management Plan	May 2020
22	Cabinet Member for Highways and Infrastructure	Manor Royal On-Street Parking Management Plan	May 2020
23	Cabinet Member for Highways and Infrastructure	English National Concessionary Travel Scheme - Discretionary Rail Cards	May 2020
24	Director of Highways, Transport and Planning	Extension of Contracts for Winter De-icing Salt and Gritter Fleet	May 2020
24	Director of Highways, Transport and Planning	A29 Realignment Scheme - submission of planning application	May 2020
26	Executive Director Place Services	Award of Contract: Crawley Growth Programme Eastern Gateway Scheme	June 2020
26	Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	June 2020
27	Cabinet Member for Highways and Infrastructure	West of Horsham - A24 Robin Hood Roundabout Scheme, including Great Daux Roundabout	June 2020
28	Director of Highways, Transport and Planning	Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6 - phase 2	June 2020
29	Executive Director Place Services	Award of Contract: Crawley Growth Programme Manor Royal Scheme	July 2020
30	Cabinet Member for Environment	Delivery of the Ash Dieback Action Plan - Procurement	April 2020
31	Interim Executive Director Adults and Health	Procurement Housing Related Support Services	April 2020

32	Cabinet Member for Adults and Health	Supported Living Services Procurement	April 2020
33	Executive Director Place Services	Worthing Community Hub Award of Contract	April 2020
34	Cabinet Member for Adults and Health	Commissioning of Extra Care Contracts	April 2020
35	Interim Executive Director Adults and Health	Discharge to Assess with Reablement Care Services	April 2020
36	Cabinet Member for Adults and Health	Adults In House Day Services Contract Arrangements	May 2020
37	Leader, Cabinet Member for Finance	Total Performance Monitor (Rolling Entry)	Between April 2020 and March 2021
38	Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2020 and March 2021
38	Director of Finance and Support Services	Award of Contract: Business Management Solution	April 2020
39	Cabinet Member for Adults and Health	Procurement of Mortuary Services	April 2020
40	Cabinet Member for Economy and Corporate Resources	Procurement: Construction Framework Arrangement	July 2020

Best Start in Life

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

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.

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 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
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	Cllr N 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	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
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	Cllr N Jupp, Cllr Marshall, Cllr Elkins, Cllr Urquhart, Cllr Russell, Cllr A Jupp, Cllr Lanzer, Cllr Hunt, Cllr 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 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	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	21 August 2019

Month	April 2020
Consultation/ Representations	School Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	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 Mead 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	CLlr Marshall, CLlr N Jupp, CLlr Urquhart, CLlr Elkins, CLlr Russell, CLlr Lanzer, CLlr A Jupp, CLlr Hunt, CLlr 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 Member for Children and Young People

Children Looked After and Care Leavers' Strategy 2020-2024
<p>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</p> <p>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.</p> <p>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</p>

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	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	2 March 2020
Month	June 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

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.

Decision by	Cllr Marshall, Cllr N Jupp, Cllr Urquhart, Cllr Russell, Cllr Elkins, Cllr A Jupp, Cllr Lanzer, Cllr Hunt, Cllr 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
<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, 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.</p> <p>A proposed project to deliver an increase in capacity would enable the school to offer suitable accommodation and support spaces for 178 pupils.</p> <p>The feasibility work for the project to accommodate the pupils has been completed.</p>

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	Cllr N 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

Procurement: Adur and Worthing Growth Programme, Worthing Public Realm Works

The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support development and regeneration of the town's economy. A £12m programme of up to eight public realm schemes between the station and the seafront was identified. The County Council committed £5m of growth funding to deliver the initial phases of the programme. Worthing Borough Council (WBC) identified developer contributions, such as the Community Infrastructure Levy to fund the later phases of the public realm improvement programme.

Portland Road and Railway Approach projects were identified within the first phases, with other sites to follow on when further funds become available. These projects will improve the quality and accessibility of public areas connecting Worthing station, the town centre and seafront, enhancing the resident and visitor experience. The Executive Director of Place Services is working closely with WBC Director of Economy to agree a partnership approach to progress the programme.

The Executive Director of Place Services will be asked to endorse design work and procurement to support the delivery of Portland Road and Railway Approach schemes.

Decision by	Lee Harris - Executive Director Place Services
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West Sussex Plan priority	A Prosperous Place
Date added	13 May 2019
Month	April 2020
Consultation/ Representations	<p>Cabinet Member for Economy and Corporate Resources. Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019. Worthing Public Realm Board Feb 2020 and A&W Growth Board March 2020.</p> <p>Representation can be made to the Executive Director Place Services via the officer contact prior to the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Nick Burrell Tel: 033 022 23881
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Bid Endorsement: West Sussex Gigabit Voucher Scheme	
<p>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).</p> <p>Currently residents and small and medium enterprises (SMEs) 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.</p> <p>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.</p>	
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 prior to 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	
<p>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.</p> <p>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.</p> <p>The Director for Highways, Transport and Planning will be asked to approve the extension of the Agency Agreement for a period of four years.</p>	
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
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Cabinet Member for Highways and Infrastructure

Licensing of Tables and Chairs on the Highway	
<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>	
Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	29 January 2020
Month	April 2020
Consultation/ Representations	<p>Stakeholder consultation commencing 27 January 2020. Environment and Communities Committee 5 March 2020.</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	Michele Hulme Tel: 033 022 23880
Contact	Judith Shore Tel. 033 022 26052

Executive Director Place Services

Award of Contract: 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</p>

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.

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.

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.

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 deliver open access duct and/or fibre to connect Crawley (including Manor Royal), Horsham and Haywards Heath to the Burgess Hill Fibre Exchange (BHFX).

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 prior to the month in which the decision is 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

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	
<p>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.</p> <p>The proposals are subject to a statutory advertisement and public consultation undertaken during February and March 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 South Chichester County Local Committee, and decide whether, and how, any proposals should be implemented.</p>	
Decision by	Cllr 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	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	13 March 2020
Month	May 2020
Consultation/ Representations	Crawley Borough Council Sussex Police Crawley County Local Committee

	<p>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	Cllr 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

Extension of Contracts for Winter De-icing Salt and Gritter Fleet	
<p>The supply of de-icing salt and the provision of a gritter fleet is critical to ensuring the County Council can meet its statutory duty to maintain the highways and to ensure that, so far as is reasonably practicable, safe passage along a highway is not endangered by snow or ice. The contracts for these services were awarded in 2019 and are due to end. Contract extensions are required for winter 2020/21.</p> <p>The contracts for a winter gritting fleet and winter de-icing salt supply were let on a two-year term, commencing 21 and 23 May 2019 respectively, each with the option for a twelve-month extension. (Decision ref H&I 01 19/20).</p> <p>The Director of Highways, Transport and Planning will be asked to extend the current contracts by twelve months in accordance with the contract terms and the Council's Standing Orders on Procurement and Contracts.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	16 April 2020
Month	May 2020
Consultation/ Representations	<p>Director of Finance and Support Services Director of Law and Assurance</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	Chris Barrett Tel: 033 022 26707
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

A29 Realignment Scheme - submission of planning application
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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.

The Transport Business Case submitted to the Coast to Capital Local Enterprise Partnership (LEP) was approved by their Investment Board on 17 October 2019.

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.

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.

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

The Director of Highways, Transport and Planning will be asked to submit a planning application for Phase 1 of the scheme.

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

Executive Director Place Services

Award of Contract: Crawley Growth Programme Eastern Gateway Scheme

In August 2017 the Leader approved the Crawley Growth Programme [LDR04 17.18](#) and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects.

The £8.35m Eastern Gateway scheme is a key project within the growth programme and seeks to improve connectivity between the town and key development sites in the vicinity of the proposals including the Town Hall, County Buildings, Crawley College and Telford Place. In February 2019, the Executive Director approved the commencement of the tender process to secure a design and build Contractor through the WSCC Highways Design and Build framework. The design contract (stage 1) was awarded to Volker Fitzpatrick.

The Executive Place Services will now be asked to award the construction phase of the contract and endorse the final budget allocation not exceeding £8.35m. The budget is from within the Crawley Growth Programme total allocations.

Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	23 April 2020
Month	June 2020
Consultation/ Representations	<p>A community engagement exercise was undertaken in June/July 2018. The Crawley Growth Board will be consulted on final designs.</p> <p>Representation can be made via the officer contact prior to the month in which the decision is to be taken.</p>
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Highways and Infrastructure

Review of the Integrated Parking Strategy

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.

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.

The IPS will sit within and contribute towards the County Council's wider transport,

economic, community, environment, and health strategies.

The Cabinet Member for Highways and Infrastructure will be asked to approve the revised Integrated Parking Strategy.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	19 February 2020
Month	June 2020
Consultation/ Representations	All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and 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

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	Cllr 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

Director of Highways, Transport and Planning

Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6 - phase 2	
<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> <p>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)</p> <p>A second phase of formal procurement is underway for the delivery of highways improvements under Lots 4, 5 and 6 Frameworks (carriageways, footways and infrastructure works) to be undertaken during the 2020-21 financial year.</p> <p>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.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place

Date added	23 April 2020
Month	June 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 Tel: 033 022 26052

Executive Director Place Services

Award of Contract: Crawley Growth Programme Manor Royal Scheme	
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects. The Manor Royal Highways improvement scheme is comprised of two parts: Part 1- Manor Royal County Oak one-way scheme and London road junction improvements; Part 2 – provision of a Bus lane in the Manor Royal road.</p> <p>The Executive Director Place Services will be asked to award the construction phase of the contract and endorse the final/total budget allocation to the highways improvement scheme. The total budget will not exceed £3.308m (bus lane, highways and bus lane extension). The budget is from within the Crawley Growth Programme total allocations.</p>	
Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	23 April 2020
Month	July 2020
Consultation/ Representations	A public engagement exercise ran for four weeks from 5 February 2019 to 5 March 2019. The Crawley Growth Board will be consulted on final designs. Representation can be made via the officer contact prior to the month in which the decision is to be taken.
Background Documents (via website)	None

Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel: 033 022 22551

A Strong, Safe and Sustainable Place

Cabinet Member for Environment

Delivery of the Ash Dieback Action Plan - Procurement	
<p>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.</p> <p>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.</p> <p>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.</p> <p>A specialist contractor will be procured to deliver the tree removal and replanting programme.</p> <p>The Cabinet Member for Environment will be asked to:</p> <ol style="list-style-type: none"> 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	Cllr 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	<p>Director of Law and Assurance Director of Finance and Support Services</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	Don Baker Tel: 033 022 26439

Contact

Judith Shore Tel: 033 022 26052

Interim Executive Director Adults and Health**Procurement Housing Related Support Services**

The current housing related support contractual arrangements from the 1st 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 to the Executive Director Adults and Health, via the officer contact.</p>
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	Cllr A 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	<p>Key Stakeholder engagement will inform this procurement including an online survey and market event.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Alison Nuttall Tel: 033 022 25936
Contact	Erica Keegan Tel: 033 022 26050

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	<p>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.</p>
Background	None

Documents (via website)	
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Independence in Later Life

Cabinet Member for Adults and Health

Commissioning of Extra Care Contracts	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Cllr A 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	
<p>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.</p> <p>The key objectives delivered through Discharge to Assess are:</p> <ul style="list-style-type: none"> • Reduction of delayed transfers of care (DTC) 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 <p>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.</p> <p>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.</p> <p>The Executive Director Adults and Health will be asked to agree the extension of the existing contracts for 2-years, commencing 1 April 2020.</p>	
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 Member for Adults and Health

Adults In House Day Services Contract Arrangements
<p>The Cabinet Member for Adults and Health is asked to agree to the commencement of a procurement process starting in July 2020 to secure a contract relating to the provision for the redevelopment of Glebelands, Laurels and Rowans Adult day centres in West Sussex for delivery of work in February 2021.</p> <p>The existing centres are under capacity and not suitable, with maintenance and compliance issues. Therefore, the centres can't be used to their full capacity. This redevelopment would allow for an increase in numbers from people currently using the Pines and Coastal Enterprise day centres, and these sites returned to the West Sussex County Council's Estates team.</p> <p>This is the second part of the in-house day service rationalisation programme (part B) reducing from 14 to 7 sites by February 2021 whilst maintaining same levels of Adult social care provision. The first part of this programme, part A (the refurbishment of Chestnuts in Bognor, and Judith Adams in Chichester), is now complete.</p> <p>The change programme is designed to develop sustainable and effective in-house day opportunity provision that support the statutory duties of Adults' Operations, Life-long Services and ensure appropriate supply as part of the Adults and Health strategic commissioning priorities.</p> <p>The new delivery model is designed so that day services can cater to the local population based on need and not customer categories (i.e. services will be for older people, adults with learning disabilities, adults with an acquired brain injury and adults with physical and sensory impairments.). These sites will offer a range of accessible resources to cater to different needs, a focus on promoting independence and supporting people to access opportunities within their community, space for OT assessment suites and Talk Local sessions, hot desk facilities for WSCC staff, Learning and Development training space and opportunities for leasing space to the wider community.</p> <p>The procurement will be conducted using an open book tender and a decision will be based on quality and cost. A pre-tender exercise will be undertaken to determine quality of contractors prior to inviting to tender.</p> <p>The Cabinet Member for Adults and Health will be asked to agree the allocation of funds from 'Choices for the future' capital programme for the total value of the overall project which is estimated at £4.5 Million. The Cabinet Member for Adults and Health will also be asked to agree the commencement of procurement and delegate authority for the award of contract to the Interim Executive Director of Adults and Health.</p>

Decision by	Cllr A Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	23 April 2020
Month	May 2020
Consultation/ Representations	Choices for the Future consultation in May 2018 and Health and Adults Social Care Scrutiny Committee on 27th June 2018 and 27th September 2018.
Background Documents (via website)	Adult Services_vision_strategy
Author	Simon Starns Tel: 033 022 23706
Contact	Erica Keegan Tel: 0330 022 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	Cllr Marshall, Cllr 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
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Cabinet Member for Finance

Property Review (Rolling Entry)	
<p>The County Council's Future West Sussex Plan set out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy. An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.</p>	
Decision by	Cllr 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	
<p>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.</p> <p>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.</p>	
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	
<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"> • WSHT - Western Sussex Hospital Trust (covers approx. 75% of requirement) • SASH - Surrey and Sussex Health Trust (covers approx. 25% of requirement) <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>	
Decision by	Cllr A 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	None

(via website)	
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Economy and Corporate Resources

Procurement: Construction Framework Arrangement	
<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	Cllr 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 prior to 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