

# Forward Plan of Key Decisions

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

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

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

A key decision is one which:

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

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

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

## Finance, assets, performance and risk management

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

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

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

For questions contact Helena Cox on 033 022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 4 June 2020**

## Forward Plan Summary

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

| <b>Page No</b> | <b>Decision Maker</b>                                  | <b>Subject Matter</b>  | <b>Date</b>    |
|----------------|--|--|----------------|
| 5              | Cabinet  | Small Schools Proposals - Determination of Statutory Notices   | June 2020      |
| 6              | Cabinet Member for Education and Skills                | Expansion of Queen Elizabeth II Silver Jubilee School, Horsham   | June 2020      |
| 7              | Executive Director Children, Young People and Learning | Award of contract for remodelling works at Cissbury Lodge Children's Home, Worthing                                  | June 2020      |
| 7              | Director of Property and Assets                        | Award of contract for construction of new school hall at Thorney Island Primary School                               | June 2020      |
| 8              | Cabinet Member for Education and Skills                | Provision of new school hall at Thorney Island Primary School  | June 2020      |
| 9              | Cabinet Member for Children and Young People           | Children Looked After and Care Leavers' Strategy 2020-2024   | June 2020      |
| 10             | Executive Director Children, Young People and Learning | Award of contract for remodelling works at May House and Seaside Children's Homes                                    | July 2020      |
| 11             | Cabinet Member for Education and Skills                | Expansion of Palatine Primary School, Worthing   | July 2020      |
| 12             | Cabinet Member for Education and Skills                | Change of status for Forest Boys' School, Horsham and St Andrews CE Boys' School, Worthing to co-educational schools | July 2020      |
| 13             | Cabinet  | Scope of services for a proposed Children's Trust  | September 2020 |
| 13             | Cabinet  | Adoption of the West Sussex Children First Strategic Approach  | September 2020 |
| 14             | Executive Director Children, Young People and Learning | Children's Trust Phase 2 Procurement   | October 2020   |
| 15             | Cabinet Member for Highways and Infrastructure         | Licensing of Tables and Chairs on the Highway  | June 2020      |
| 16             | Cabinet Member for Highways and Infrastructure         | Chichester On-Street Parking Management Plan   | June 2020      |
| 17             | Cabinet Member for Highways and Infrastructure         | Manor Royal On-Street Parking Management Plan  | June 2020      |

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| 17 | Cabinet Member for Highways and Infrastructure | English National Concessionary Travel Scheme - Discretionary Rail Cards             | June 2020          |
| 18 | Director of Highways, Transport and Planning   | Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6                  | June 2020          |
| 19 | Director of Highways, Transport and Planning   | A29 Realignment Scheme - submission of planning application                         | June 2020          |
| 20 | Cabinet Member for Highways and Infrastructure | Review of the Integrated Parking Strategy   | June 2020          |
| 21 | Director of Highways, Transport and Planning   | Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6 - phase 2        | June 2020          |
| 22 | Executive Director Place Services              | Award of Contract: Converged Fibre Connectivity                                     | July 2020          |
| 23 | Cabinet Member for Highways and Infrastructure | Endorsement: Highway Infrastructure Asset Management Strategy and Policy            | July 2020          |
| 24 | Cabinet  | Endorsement: Horsham Fire Station and Fire and Rescue Training Centre               | July 2020          |
| 24 | Cabinet Member for Highways and Infrastructure | West of Horsham - A24 Robin Hood Roundabout Scheme, including Great Daux Roundabout | July 2020          |
| 25 | Executive Director Place Services              | Award of Contract: Crawley Growth Programme Eastern Gateway Scheme                  | August 2020        |
| 26 | Executive Director Place Services              | Award of Contract: Crawley Growth Programme Manor Royal Scheme                      | August 2020        |
| 27 | Cabinet Member for Adults and Health           | Supported Living Services Procurement   | June 2020          |
| 28 | Interim Executive Director Adults and Health   | Procurement Housing Related Support Services  | June 2020          |
| 29 | Cabinet  | Endorsement: Climate Change Strategy  | July 2020          |
| 30 | Cabinet Member for Adults and Health           | Adults In House Day Services Contract Arrangements                                  | June 2020          |
| 31 | Interim Executive Director Adults and Health   | Community Reablement Services Contract Extension                                    | June 2020          |
| 32 | Leader, Cabinet Member for Finance             | Total Performance Monitor (Rolling Entry)   | Between April 2020 |

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|    |   |  | and March 2021                    |
| 32 | Cabinet Member for Finance                                    | Property Review (Rolling Entry)                            | Between April 2020 and March 2021 |
| 33 | Interim Director of Human Resources and Organisational Change | Novation and extension: Agency Worker Recruitment Contract | June 2020                         |
| 34 | Cabinet Member for Adults and Health                          | Procurement of Mortuary Services                           | June 2020                         |
| 35 | Cabinet Member for Economy and Corporate Resources            | Procurement: Construction Framework Arrangement            | July 2020                         |
| 36 | Director of Finance and Support Services                      | Award: Print Management Service Contract                   | July 2020                         |
| 37 | Director of Property and Assets                               | Award: Soft Facilities Management Services Contract        | July 2020                         |

# Best Start in Life

## Cabinet

| <b>Small Schools Proposals - Determination of Statutory Notices</b>  |   |
|--|---|
| <p>Following the decision by the Cabinet on 22<sup>nd</sup> April (<a href="#">CAB01(20/21)</a>) and in accordance with Section 15(1) of the Education and Inspections Act 2006 (as amended), West Sussex County Council (WSCC) propose to issue notices on 7<sup>th</sup> May 2020 of their intention to discontinue Clapham and Patching C of E Primary School and Rumboldswyke C of E Infants' School on 31<sup>st</sup> August 2020.</p> <p>WSCC will also give notice in accordance with Part 1 of Schedule 3 of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 ('the Prescribed Alterations Regulations') and in conjunction with Parts 2 and 3 and Schedule 3 of the Education and Inspections Act 2006 (as amended by the Education Act 2011) of its intention to transfer Warninglid Primary School to a new site which is part of the new development known as Woodgate on land at Hardriding Farm, Brighton Road, Pease Pottage with effect from 31 August 2021</p> <p>Following consideration of any representations received during the 4 week period in relation to these proposals the Cabinet will be asked to determine the statutory notices.</p> |   |
| <b>Decision by</b>   | Cllr Russell, Cllr Marshall, Cllr N Jupp, Cllr Elkins, Cllr Urquhart, Cllr Hunt, Cllr Lanzer, Cllr A Jupp, Cllr Crow - Cabinet  |
| <b>West Sussex Plan priority</b>   | Best Start in Life  |
| <b>Date added</b>  | 6 May 2020  |
| <b>Month</b>   | June 2020   |
| <b>Consultation/ Representations</b>   | <p>Schools<br/>Governing Bodies<br/>Diocese of Chichester Education<br/>Parents and carers</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background Documents</b><br>(via website)   | Cabinet Decision CAB01(20/21)   |
| <b>Author</b>  | Graham Olway Tel: 033 022 23029   |
| <b>Contact</b>   | 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.

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

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| <b>Decision by</b>                           | Lucy Butler - Executive Director Children, Young People and Learning  |
| <b>West Sussex Plan priority</b>             | Best Start in Life  |
| <b>Date added</b>                            | 19 February 2020  |
| <b>Month</b>                                 | June 2020   |
| <b>Consultation/ Representations</b>         | Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning via the author or officer contact, by the beginning of the month in which the decision is due to be taken |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Susan Tanner Tel: 033 022 22002   |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553   |

**Director of Property and Assets**

**Award of contract for construction of new school hall at Thorney Island Primary School**

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Over recent years there has been an increase in pupil

numbers at Thorney Island Primary School and an enlarged school hall is now required to provide sufficient and suitable accommodation for the additional children.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to enable the project to proceed and to delegate authority to the Director of Property and Assets to award the contract for the works.

Following receipt of this approval from the Cabinet Member, the Director of Property and Assets will be asked to award the construction contract to deliver the enlarged school hall.

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| <b>Decision by</b>                           | Andrew Edwards - Director of Property and Assets  |
| <b>West Sussex Plan priority</b>             | Best Start in Life  |
| <b>Date added</b>                            | 27 April 2020   |
| <b>Month</b>                                 | June 2020   |
| <b>Consultation/ Representations</b>         | School<br><br>Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Liam Hayward Tel: 033 022 22002   |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553   |

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

| <b>Provision of new school hall at Thorney Island Primary School</b>   |   |
|--|---|
| <p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Over recent years there has been an increase in pupil numbers at Thorney Island Primary School and an enlarged school hall is now required to provide sufficient and suitable accommodation for the additional children.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to enable the project to proceed.</p> |   |
| <b>Decision by</b>   | Cllr N Jupp - Cabinet Member for Education and Skills |
| <b>West Sussex Plan priority</b>   | Best Start in Life                                    |
| <b>Date added</b>  | 21 August 2019  |
| <b>Month</b>   | June 2020   |



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

### **Cabinet Member for Children and Young People**

| <b>Children Looked After and Care Leavers' Strategy 2020-2024</b>  |  |
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| <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 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.</p> <p>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.</p> |  |
| <b>Decision by</b>   | Cllr Russell - Cabinet Member for Children and Young People  |
| <b>West Sussex Plan priority</b>   | Best Start in Life   |
| <b>Date added</b>  | 2 March 2020   |
| <b>Month</b>   | June 2020  |
| <b>Consultation/ Representations</b>   | <p>Corporate Parenting Panel - 12 March 2020<br/>Children in Care Council<br/>Health<br/>Education<br/>Local Safeguarding Partnership<br/>Staff and Young People living in County Council Children's Homes</p> <p>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.</p> |

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|--|---------------------------------------|
| <b>Background Documents</b><br>(via website) | Cabinet Member Decision CYP04 (17/18) |
| <b>Author</b>                                | Louise Warren Tel: 033 022 24653      |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553     |

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

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| <b>Award of contract for remodelling works at May House and Seaside Children's Homes</b>   |  |
| <p>The children's in-house residential service is made up of six homes, of which three, including May House and Seaside, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.</p> <p>A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference <a href="#">CYP03(19/20)</a>). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.</p> <p>To support the delivery of this strategy, the May House and Seaside sites will be remodelled to ensure the most efficient use of the existing space whilst maximising the potential service offering of each site.</p> <p>As part of a separate decision process approval will be sought from the Executive Director Children, Young People and Learning for the commencement of a procurement to undertake these remodelling works. Once the procurement process has been completed the Executive Director will be asked to agree the award of a contract to the preferred contractor for the delivery of works at May House and Seaside Children's Homes.</p> |  |
| <b>Decision by</b>   | Lucy Butler - Executive Director Children, Young People and Learning   |
| <b>West Sussex Plan priority</b>   | Best Start in Life   |
| <b>Date added</b>  | 19 February 2020   |
| <b>Month</b>   | July 2020  |
| <b>Consultation/ Representations</b>   | Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning via the author or officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background Documents</b><br>(via website)   | None   |

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|----------------|-----------------------------------|
| <b>Author</b>  | Susan Tanner Tel: 033 022 22002   |
| <b>Contact</b> | Wendy Saunders Tel: 033 022 22553 |

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

| <b>Expansion of Palatine Primary School, Worthing</b>   |   |
|---|---|
| <p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs. There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.</p> <p>Following a review of current numbers on roll, 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. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.</p> |   |
| <b>Decision by</b>  | Cllr N Jupp - Cabinet Member for Education and Skills   |
| <b>West Sussex Plan priority</b>  | Best Start in LIfe  |
| <b>Date added</b>   | 1 April 2020  |
| <b>Month</b>  | July 2020   |
| <b>Consultation/ Representations</b>  | <p>School, parents and local residents<br/>Parish and Borough Councils<br/>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> |
| <b>Background Documents</b><br>(via website)  | None  |
| <b>Author</b>   | Leigh Hunnikin Tel: 033 022 23051   |

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| <b>Contact</b> | Wendy Saunders Tel: 033 022 22553 |
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**Cabinet Member for Education and Skills**

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|---|---|
| <b>Change of status for Forest Boys' School, Horsham and St Andrews CE Boys' School, Worthing to co-educational schools</b>   |   |
| <p>The Director of Education &amp; Skills has agreed to consult during June 2020 on the proposed significant change of character to alter Forest Boys' School, Horsham from a single sex boys' school to a co-educational school from September 2021 entry. At the same time the Governing Body of St Andrews CE Boys' School, Worthing will consult on changing from a single sex boys' school to a co-educational school from September 2021 entry.</p> <p>The proposed changes would mean the schools will no longer admit only boys as pupils from September 2021 and each year of entry thereafter would be co-educational. There are no changes proposed to have co-educational provision for any of the existing year groups on roll at both schools. There are also no proposals to alter the single sex girls provision at either Millais School, Horsham or Davison CE High School for Girls, Worthing.</p> <p>Following assessment of the outcome of the consultation the Cabinet Member for Education and Skills will be asked to consider whether to proceed in approving the significant change in character of both schools to co-educational schools from September 2021.</p> |   |
| <b>Decision by</b>  | Cllr N Jupp - Cabinet Member for Education and Skills   |
| <b>West Sussex Plan priority</b>  | Best Start in LIfe  |
| <b>Date added</b>   | 20 May 2020   |
| <b>Month</b>  | July 2020   |
| <b>Consultation/ Representations</b>  | <p>Members of the Public<br/> Parents of current and future pupils<br/> Diocese of Chichester<br/> Members<br/> District &amp; Borough Councils<br/> Governing Bodies of local schools</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background Documents</b><br>(via website)  | None  |
| <b>Author</b>   | Graham Olway Tel: 033 022 23029   |
| <b>Contact</b>  | Wendy Saunders Tel: 033 022 22553   |

## Cabinet

| <b>Scope of services for a proposed Children's Trust</b>   |  |
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| <p>In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council will take steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust). The detailed proposals for the establishment and operation of the Trust and its relationship to the County Council will be described in a Memorandum of Understanding between the Council and the DfE.</p> <p>It is expected that this document will be concluded during September 2020, with a view to planning for the operation of the Trust to take effect during 2021.</p> <p>The Cabinet will take a decision on the proposed scope of services to be included in the proposed Trust and the programme of work for the establishment of the Trust and other critical aspects of the project which need to be included in the Memorandum of Understanding.</p> |  |
| <b>Decision by</b>   | Cllr N Jupp, Cllr Marshall, Cllr Elkins, Cllr Russell, Cllr Urquhart, Cllr A Jupp, Cllr Lanzer, Cllr Hunt, Cllr Crow - Cabinet   |
| <b>West Sussex Plan priority</b>   | Best Start in Life   |
| <b>Date added</b>  | 25 February 2020   |
| <b>Month</b>   | September 2020   |
| <b>Consultation/ Representations</b>   | Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken |
| <b>Background Documents</b><br>(via website)   | None   |
| <b>Author</b>  | Vince Clark Tel: 07402 338396  |
| <b>Contact</b>   | Wendy Saunders Tel: 033 022 22553  |

## Cabinet

| <b>Adoption of the West Sussex Children First Strategic Approach</b>   |
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| <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</p> |

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.

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| <b>Decision by</b>                           | Cllr Marshall, Cllr N Jupp, Cllr Russell, Cllr Elkins, Cllr Urquhart, Cllr A Jupp, Cllr Lanzer, Cllr Hunt, Cllr Crow - Cabinet   |
| <b>West Sussex Plan priority</b>             | Best Start in Life   |
| <b>Date added</b>                            | 27 August 2019   |
| <b>Month</b>                                 | September 2020   |
| <b>Consultation/ Representations</b>         | Internal (County Council) and external partners including Health and Well-being Board; Local Safeguarding Partnership; Community Safety; Schools (primary and secondary) Health; Police; Children and Young People; District and Borough Councils.<br><br>Children and Young People's Services Scrutiny Committee – 4 June 2020<br><br>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the officer contact, by the beginning of the month in which the decision is due to be taken |
| <b>Background Documents</b><br>(via website) | None   |
| <b>Author</b>                                | Ann Marie Dodds Tel: 033 022 29331   |
| <b>Contact</b>                               | Wendy Saunders - Tel: 033 022 22553  |

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

|   |  |
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| <b>Children's Trust Phase 2 Procurement</b>   |  |
| <p>In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council 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 September 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> |  |
| <b>Decision by</b>  | Lucy Butler - Executive Director Children, Young People and Learning |

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| <b>West Sussex Plan priority</b>             | Best Start in Life  |
| <b>Date added</b>                            | 18 March 2020   |
| <b>Month</b>                                 | October 2020  |
| <b>Consultation/ Representations</b>         | 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. |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Vince Clark Tel: 07402 338396   |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553   |

## A Prosperous Place

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

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

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| <b>Consultation/ Representations</b>         | Stakeholder consultation commencing 27 January 2020.<br>Environment and Communities Committee 5 March 2020.<br><br>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background Documents</b><br>(via website) | None   |
| <b>Author</b>                                | Michele Hulme Tel: 033 022 23880   |
| <b>Contact</b>                               | Judith Shore Tel. 033 022 26052  |

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

| <b>Chichester On-Street Parking Management Plan</b>   |   |
|---|---|
| <p>The <a href="#">decision</a> 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> |   |
| <b>Decision by</b>  | Cllr Elkins - Cabinet Member for Highways and Infrastructure  |
| <b>West Sussex Plan priority</b>  | A Prosperous Place  |
| <b>Date added</b>   | 9 March 2020  |
| <b>Month</b>  | June 2020   |
| <b>Consultation/ Representations</b>  | <p>Chichester District Council<br/>South Chichester County Local Committee<br/>Sussex Police<br/>All Parish Councils in the District<br/>Chichester BID<br/>Transport operators<br/>Residents in roads affected<br/>Other Stakeholders</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background</b>   | None  |



|                                   |                                 |
|-----------------------------------|---------------------------------|
| <b>Documents</b><br>(via website) |                                 |
| <b>Author</b>                     | Miles Davy Tel: 033 022 26688   |
| <b>Contact</b>                    | Judith Shore Tel: 033 022 26052 |

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

| <b>Manor Royal On-Street Parking Management Plan</b>  |   |
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| <p>The <a href="#">decision</a> 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.</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> |   |
| <b>Decision by</b>  | Cllr Elkins - Cabinet Member for Highways and Infrastructure  |
| <b>West Sussex Plan priority</b>  | A Prosperous Place  |
| <b>Date added</b>   | 13 March 2020   |
| <b>Month</b>  | June 2020   |
| <b>Consultation/ Representations</b>  | <p>Crawley Borough Council<br/>Sussex Police<br/>Crawley County Local Committee<br/>Manor Royal BID<br/>Transport operators<br/>Other stakeholders</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background Documents</b><br>(via website)  | None  |
| <b>Author</b>   | Miles Davy Tel: 033 022 26688   |
| <b>Contact</b>  | Judith Shore Tel: 033 022 26052   |

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

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| <b>English National Concessionary Travel Scheme - Discretionary Rail Cards</b> |
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The ENCTS provides statutory free off-peak bus travel for eligible older and disabled people.

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.

This is not a statutory duty and so may be discontinued.

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).

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.

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| <b>Decision by</b>                           | Cllr Elkins - Cabinet Member for Highways and Infrastructure   |
| <b>West Sussex Plan priority</b>             | A Prosperous Place   |
| <b>Date added</b>                            | 13 March 2020  |
| <b>Month</b>                                 | June 2020  |
| <b>Consultation/ Representations</b>         | <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> |
| <b>Background Documents</b><br>(via website) | None   |
| <b>Author</b>                                | Bill Leath Tel: 033 022 25438  |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052  |

### **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

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

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

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| <b>A29 Realignment Scheme - submission of planning application</b>   |
| <p>The A29 Realignment Scheme will deliver a new 4.34 km road to the east of Eastergate, Westergate and Woodgate villages. The scheme will be delivered in at least two phases. The full scheme (phases 1 and 2) has an estimated cost of £54.24m and will provide part of the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The scheme will also alleviate traffic congestion along the existing A29, notably at the Woodgate level crossing which causes delays on to a key access route into Bognor Regis.</p> <p>The Transport Business Case submitted to the Coast to Capital Local Enterprise Partnership (LEP) was approved by their Investment Board on 17 October 2019.</p> <p>Subsequently, £9.90 million of Local Growth Funding was awarded for the delivery of Phase 1 (between A29 Fontwell Ave and B2233 Barnham Road) subject to entering into a funding agreement. The LEP has also agreed that further funds totalling £2.40 million will be earmarked for the delivery of Phase 2 should additional Government funding</p> |

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.

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

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

#### **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

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| revised Integrated Parking Strategy.         |   |
| <b>Decision by</b>                           | Cllr Elkins - Cabinet Member for Highways and Infrastructure  |
| <b>West Sussex Plan priority</b>             | A Prosperous Place  |
| <b>Date added</b>                            | 19 February 2020  |
| <b>Month</b>                                 | June 2020   |
| <b>Consultation/ Representations</b>         | All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders<br><br>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Miles Davy Tel: 033 022 26688   |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052   |

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

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| <b>Award of contracts for Highway Maintenance Services, Lots 4, 5 &amp; 6 - phase 2</b>  |   |
| <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 <a href="#">delegated authority</a> 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> |   |
| <b>Decision by</b>   | Matt Davey - Director of Highways, Transport and Planning |
| <b>West Sussex Plan priority</b>   | A Prosperous Place  |
| <b>Date added</b>  | 23 April 2020   |

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| <b>Month</b>                                 | June 2020   |
| <b>Consultation/ Representations</b>         | Director of Law and Assurance<br>Director of Finance and Support Services<br><br>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Gary Rustell Tel: 033 022 26397   |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052   |

### Executive Director Place Services

| <b>Award of Contract: Converged Fibre Connectivity</b>   |  |
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| <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.</p> <p>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).</p> |  |
| <b>Decision by</b>   | Lee Harris - Executive Director Place Services |
| <b>West Sussex Plan priority</b>   | A Prosperous Place                             |
| <b>Date added</b>  | 5 February 2020                                |
| <b>Month</b>   | July 2020                                      |

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| <b>Consultation/ Representations</b>         | West Sussex Full Fibre Programme Board; Bob Lanzer, Cabinet Member for Economy and Corporate Resources<br><br>Representation can be made by via the officer contact prior to the month in which the decision is to be taken. |
| <b>Background Documents</b><br>(via website) | None   |
| <b>Author</b>                                | Sarah Bazen Tel: 033 022 22374   |
| <b>Contact</b>                               | Suzannah Hill Tel: 033 022 22551   |

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

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| <b>Endorsement: Highway Infrastructure Asset Management Strategy and Policy</b>  |  |
| <p>The Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered</p> <p>The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, are being reviewed and updated.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the revised Highway Infrastructure Asset Management Strategy and Policy.</p> |  |
| <b>Decision by</b>   | Cllr Elkins - Cabinet Member for Highways and Infrastructure   |
| <b>West Sussex Plan priority</b>   | Prosperous Place   |
| <b>Date added</b>  | 3 June 2020  |
| <b>Month</b>   | July 2020  |
| <b>Consultation/ Representations</b>   | <p>Internal consultation with County Council officers</p> <p>Borough, district, town and parish councils will be briefed about the Policy and Strategy, through the County Local Committees, once approved.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p> |
| <b>Background Documents</b><br>(via website)   | None   |
| <b>Author</b>  | Rowan Sheppard Tel: 033 022 23627  |
| <b>Contact</b>   | Judith Shore Tel: 033 022 26052  |

**Cabinet**

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| <b>Endorsement: Horsham Fire Station and Fire and Rescue Training Centre</b>  |  |
| The Cabinet will be asked to approve detailed proposals and funding arrangements for the development of a Fire Station and Fire and Rescue Training Centre on County Council land west of Horsham, with a view to submission for planning permission. |  |
| <b>Decision by</b>  | Cllr A Jupp, Cllr Lanzer, Cllr Hunt, Cllr Crow, Cllr Urquhart, Cllr Elkins, Cllr Marshall, Cllr N Jupp, Cllr Russell - Cabinet   |
| <b>West Sussex Plan priority</b>  | Prosperous Place   |
| <b>Date added</b>   | 27 April 2020  |
| <b>Month</b>  | July 2020  |
| <b>Consultation/ Representations</b>  | Local councillors. West Sussex County Council Fire and Rescue Scrutiny Committee/Performance and Finance Scrutiny Committee – dates tbc<br><br>Representation can be made via the officer contact. |
| <b>Background Documents</b><br>(via website)  | None   |
| <b>Author</b>   | Nick Burrell Tel: 033 022 23881  |
| <b>Contact</b>  | Suzannah Hill Tel: 033 022 22551   |

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

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| <b>West of Horsham - A24 Robin Hood Roundabout Scheme, including Great Daux Roundabout</b>   |  |
| <p>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.</p> <p>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.</p> <p>Two major improvement schemes in the package, at the Newbridge Roundabout and Farthings Hill Roundabout, have recently been delivered by the County Council.</p> <p>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.</p> <p>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</p> |  |



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| Planning to appoint the contractor for the A24 Robin Hood Roundabout scheme and rephase the delivery of the Great Daux scheme. |  |
| <b>Decision by</b>   | Cllr Elkins - Cabinet Member for Highways and Infrastructure   |
| <b>West Sussex Plan priority</b>   | A Prosperous Place   |
| <b>Date added</b>  | 8 April 2020   |
| <b>Month</b>   | July 2020  |
| <b>Consultation/ Representations</b>   | Local County Council and District Council Members and Parish Councils<br><br>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background Documents</b><br>(via website)   | None   |
| <b>Author</b>  | Stephen Reed Tel: 033 022 27328  |
| <b>Contact</b>   | Judith Shore Tel: 033 022 26052  |

### **Executive Director Place Services**

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| <b>Award of Contract: Crawley Growth Programme Eastern Gateway Scheme</b>  |  |
| <p>In August 2017 the Leader approved the Crawley Growth Programme <a href="#">LDR04 17.18</a> and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects.</p> <p>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.</p> <p>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.</p> |  |
| <b>Decision by</b>   | Lee Harris - Executive Director Place Services |
| <b>West Sussex Plan priority</b>   | Prosperous Place                               |
| <b>Date added</b>  | 23 April 2020                                  |
| <b>Month</b>   | August 2020                                    |

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| <b>Consultation/ Representations</b>         | Community engagement and online feedback opportunities were undertaken May to July 2018. The Crawley Growth Board will be consulted on final designs.<br><br>Representation can be made via the officer contact prior to the month in which the decision is to be taken. |
| <b>Background Documents</b><br>(via website) | None   |
| <b>Author</b>                                | Marie Ovenden Tel: 033 022 23854   |
| <b>Contact</b>                               | Suzannah Hill Tel: 033 022 22551   |

### Executive Director Place Services

| <b>Award of Contract: Crawley Growth Programme Manor Royal Scheme</b>   |   |
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| <p>In August 2017 the Leader approved the Crawley Growth Programme <a href="#">LDR04 17.18</a> and following approval of the business case by the 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> |   |
| <b>Decision by</b>  | Lee Harris - Executive Director Place Services  |
| <b>West Sussex Plan priority</b>  | Prosperous Place  |
| <b>Date added</b>   | 23 April 2020   |
| <b>Month</b>  | August 2020   |
| <b>Consultation/ Representations</b>  | 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.<br><br>Representation can be made via the officer contact prior to the month in which the decision is to be taken. |
| <b>Background Documents</b><br>(via website)  | None  |
| <b>Author</b>   | Marie Ovenden Tel: 033 022 23854  |
| <b>Contact</b>  | Suzannah Hill Tel: 033 022 22551  |

# A Strong, Safe and Sustainable Place

## Cabinet Member for Adults and Health

| <b>Supported Living Services Procurement</b>   |  |
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| <p>Supported Living services are care, support and accommodation services purchased by the Council on behalf of people who have been assessed as having eligible social care needs. These services support people to live more independently through the provision of personal care and outreach support.</p> <p>The council currently commissions the majority of these services from a framework agreement which first commenced in April 2012 (Supported Living &amp; Personal Support for Adults with Learning Disability Framework). In 2016 a new framework was let (Supported Living and Family Support Services for adults with learning disabilities and disabled children and young people in West Sussex Framework). This framework ends in March 2021.</p> <p>The commissioning of supported living is being reviewed with proposals being developed for new arrangements to be established across the county which will enable the achievement of our strategic aim to support more people to live in settled accommodation, with their family or in their own tenancy, for longer. The council will develop new arrangements considering: the challenges faced in the market - particularly 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 Interim Executive Director Adults and Health (DASS).</p> |  |
| <b>Decision by</b>   | Cllr A Jupp - Cabinet Member for Adults and Health   |
| <b>West Sussex Plan priority</b>   | A Strong, Safe and Sustainable Place   |
| <b>Date added</b>  | 16 October 2019  |
| <b>Month</b>   | June 2020  |
| <b>Consultation/ Representations</b>   | <p>Key Stakeholder engagement will inform this procurement including an online survey and market event.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background Documents</b><br>(via website)   | None   |

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|----------------|-----------------------------------|
| <b>Author</b>  | Alison Nuttall Tel: 033 022 25936 |
| <b>Contact</b> | Erica Keegan Tel: 033 022 26050   |

### Interim Executive Director Adults and Health

#### Procurement Housing Related Support Services

The current housing related support contractual arrangements from the 1<sup>st</sup> October 2019 were approved by the Executive Director of Adults and Health ([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 1<sup>st</sup> October 2020.

The extension of contracts for Amber Priority services were agreed until 31<sup>st</sup> March 2020. Following this the Director of Law and Assurance has agreed a Single Tender Waiver for 3 'Amber' Housing Related Support services with contracts to commence 1st April 2020 for a period of 6 months only. These short term single tenders will enable the council to run a full competitive tender, in partnership with District and Borough colleagues, as agreed by the Executive Director of Adults and Health ([Decision Ref: OKD13 19/20](#)) starting in March 2020, with new contracts starting on 1<sup>st</sup> October 2020. For this there will be a West Sussex County Council financial envelope of £350k per annum. This equates to £50k per District and Borough area. This funding will be matched by the relevant District or Borough Council.

The Interim Executive Director Adults and Health (DASS) 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.

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| <b>Decision by</b>               | Alan Adams - Interim Executive Director Adults and Health |
| <b>West Sussex Plan priority</b> | A Strong, Safe and Sustainable Place                      |

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| <b>Date added</b>                            | 25 February 2020   |
| <b>Month</b>                                 | June 2020  |
| <b>Consultation/ Representations</b>         | <p>Consultation:</p> <ul style="list-style-type: none"> <li>• Partnership task and finish group including district and borough council representatives</li> <li>• Health and Adult Social Care Scrutiny Committee – 12 June 2019</li> </ul> <p>Representations concerning this proposed decision can be made to the Executive Director Adults and Health, via the officer contact.</p> |
| <b>Background Documents</b><br>(via website) | None   |
| <b>Author</b>                                | Sarah L Leppard Tel: 0330 022 23774  |
| <b>Contact</b>                               | Erica Keegan Tel:0330 022 26050  |

#### Cabinet

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| <b>Endorsement: Climate Change Strategy</b>   |  |
| <p>The County Council agreed a motion on climate change in 2019, calling on the Cabinet to show leadership to combat climate urgency in West Sussex, commit to stepping up the work of the Council to combat climate change and raise awareness of the issues and ways in which residents and businesses can contribute to mitigate climate change, and attempt to make West Sussex County Council carbon neutral by 2030.</p> <p>The Climate Change Strategy will set out the County Council's vision to 2030 and the commitments to integrate climate change considerations across all aspects of the organisation.</p> <p>The Cabinet will be asked to approve the Climate Change Strategy</p> |  |
| <b>Decision by</b>  | Cllr Hunt, Cllr A Jupp, Cllr Lanzer, Cllr Crow, Cllr N Jupp, Cllr Marshall, Cllr Russell, Cllr Urquhart - Cabinet  |
| <b>West Sussex Plan priority</b>  | A Strong, Safe and Sustainable Place   |
| <b>Date added</b>   | 4 June 2020  |
| <b>Month</b>  | July 2020  |
| <b>Consultation/ Representations</b>  | <p>Informal engagement with partners<br/>Environment and Communities Select Committee, 24 June 2020<br/>Internal consultation with County Council Officers</p> |

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|  | Representation can be made via the officer contact in the month prior to that in which the decision is to be taken. |
| <b>Background Documents</b><br>(via website) |   |
| <b>Author</b>                                | Catherine Cannon Tel: 033 022 25573   |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052   |

## Independence in Later Life

### Cabinet Member for Adults and Health

| <b>Adults In House Day Services Contract Arrangements</b>  |
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| <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</p> |

of contract to the Interim Executive Director of Adults and Health.

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| <b>Decision by</b>                           | Cllr A Jupp - Cabinet Member for Adults and Health  |
| <b>West Sussex Plan priority</b>             | Independence in Later Life  |
| <b>Date added</b>                            | 23 April 2020   |
| <b>Month</b>                                 | June 2020   |
| <b>Consultation/ Representations</b>         | Choices for the Future consultation in May 2018 and Health and Adults Social Care Scrutiny Committee on 27th June 2018 and 27th September 2018. |
| <b>Background Documents</b><br>(via website) | Adult Services_vision_strategy  |
| <b>Author</b>                                | Simon Starns Tel: 033 022 23706   |
| <b>Contact</b>                               | Erica Keegan Tel: 0330 022 26050  |

### Interim Executive Director Adults and Health

| <b>Community Reablement Services Contract Extension</b>   |  |
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| <p>West Sussex County Council (WSCC) has a contract with Essex Cares Limited (ECL) for the provision of Community Reablement Services. Reablement is the term to describe services, to support residents following a change in ability, most likely due to a medical condition or episode. A Community Reablement Service (CRS) is essential to prevent people requiring longer term support, enabling people to retain/regain independence and remain at home.</p> <p>The Service was re-procured in 2017 for an initial term of 3 years with an option to extend for up to 2 years. The contract was competitively procured with a total estimated value of £13,240,000. As the initial term of the contract will expire on 30<sup>th</sup> November 2020 authorisation is sought from the Interim Executive Director of Adults and Health to extend the contract for a period of 2 years from 1 December 2020 to 30 November 2022, as per the provision in the previous Cabinet Member decision report <a href="#">ASCH07 (16/17)</a>.</p> |  |
| <b>Decision by</b>  | Alan Adams - Interim Executive Director Adults and Health        |
| <b>West Sussex Plan priority</b>  | Independence in Later Life                                       |
| <b>Date added</b>   | 27 May 2020  |
| <b>Month</b>  | June 2020  |
| <b>Consultation/ Representations</b>  | A detailed options appraisal, considering the main commissioning |

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|  | options, was undertaken by internal stakeholders in WSCC together with NHS stakeholders. |
| <b>Background Documents</b><br>(via website) | None   |
| <b>Author</b>                                | Stuart Gibbons Tel: 033 022 226218   |
| <b>Contact</b>                               | Erica Keegan Tel: 0330 22 26050  |

## A Council that works for the Community

### Leader, Cabinet Member for Finance

| <b>Total Performance Monitor (Rolling Entry)</b>   |   |
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| <p>The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.</p> |   |
| <b>Decision by</b>   | Cllr Marshall, Cllr Hunt - Leader, Cabinet Member for Finance   |
| <b>West Sussex Plan priority</b>   | A Council that Works for the Community  |
| <b>Date added</b>  | 1 April 2019  |
| <b>Month</b>   | Between April 2020 and March 2021   |
| <b>Consultation/ Representations</b>   | Representations concerning this proposal can be made to the Leader/and or the Cabinet Member for Finance via the officer contact. |
| <b>Background Documents</b><br>(via website)   | None  |
| <b>Author</b>  | Fiona Morris Tel: 033 022 23811   |
| <b>Contact</b>   | Suzannah Hill Tel: 033 022 22551  |

### Cabinet Member for Finance

| <b>Property Review (Rolling Entry)</b>  |  |
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| <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</p> |  |



[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.

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| <b>Decision by</b>                           | Cllr Hunt - Cabinet Member for Finance              |
| <b>West Sussex Plan priority</b>             | A Council that works for the Community              |
| <b>Date added</b>                            | 1 December 2017                                     |
| <b>Month</b>                                 | Between April 2020 and March 2021                   |
| <b>Consultation/ Representations</b>         | Representation can be made via the officer contact. |
| <b>Background Documents</b><br>(via website) |   |
| <b>Author</b>                                | Elaine Sanders Tel: 033 022 25605                   |
| <b>Contact</b>                               | Suzannah Hill Tel. 033022 22551                     |

### **Interim Director of Human Resources and Organisational Change**

#### **Novation and extension: Agency Worker Recruitment Contract**

Pursuant to the Council's Support Services Outsourcing Contract, Capita provides the Council's temporary agency workers, via a contract with Manpower which the Council is not a party to. The contract with Manpower is due to expire on 30 September 2020.

A key decision was taken in [February 2020](#) (ECR03 19-20) to procure a new temporary agency worker contract to commence on 1 October 2020.

The current contract provides temporary agency workers to all departments of the Council, except for schools. The Council requires a contract for the supply of agency workers to cover short term vacancies, absences and to provide additional capability, where there are skills shortages, to deliver responsive services.

Due to the impact of the Covid-19 pandemic on potential bidders for the new contract, mobilising delivery of a new contract at this time and further risk that current high risk and critical services could be disrupted at an unprecedented and challenging time by pursuing the procurement exercise to the original timelines, the Council is delaying commencing the procurement of the new contract until July 2020.

Capita and the Council wish to novate the current contract with Manpower to the Council for the remainder of its term with an additional 6 months to allow for the new procurement exercise to be carried out. The Council currently spends approximately £15 million per annum on agency workers (on and off contract). The value of the extension of the contract between 01 October 2020 and 31 March 2021 will be approximately £7.5 million.

The Interim Director of Human Resources and Organisational Change will be asked to:

1. Agree to the novation of the contract from Capita to a direct contractual relationship between Manpower and the Council.
2. Agree the extension of this novated contract from 01 October 2020 to 31 March 2021 on the same terms and conditions as the current contract with Capita.
3. To delegate entering into the novation and extension of the Contract to the Head of Resourcing Organisational Development & Talent.

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| <b>Decision by</b>                           | Sue Evans - Interim Director of Human Resources and Organisational Change  |
| <b>West Sussex Plan priority</b>             | A Council that Works for the Community   |
| <b>Date added</b>                            |  |
| <b>Month</b>                                 | June 2020  |
| <b>Consultation/ Representations</b>         | Key internal stakeholders<br><br>Representation can be made via the officer contact in the month before the decision is due. |
| <b>Background Documents</b><br>(via website) |  |
| <b>Author</b>                                | Lindsey Hannant Tel: 033 022 22435   |
| <b>Contact</b>                               | Suzannah Hill Tel. 033 022 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.

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| <b>Decision by</b>                           | Cllr A Jupp - Cabinet Member for Adults and Health  |
| <b>West Sussex Plan priority</b>             | A Council that Works for the Community  |
| <b>Date added</b>                            | 25 February 2020  |
| <b>Month</b>                                 | June 2020   |
| <b>Consultation/ Representations</b>         | Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact. |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Lesley Sim Tel: 0330 022 24786  |
| <b>Contact</b>                               | Erica Keegan Tel: 033 022 26050   |

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

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| <b>Procurement: Construction Framework Arrangement</b>   |  |
| <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> |  |
| <b>Decision by</b>   | Cllr Lanzer - Cabinet Member for Economy and Corporate Resources |
| <b>West Sussex Plan priority</b>   | A Council that works for the Community                           |
| <b>Date added</b>  | 24 January 2020  |

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| <b>Month</b>                                 | July 2020   |
| <b>Consultation/ Representations</b>         | Internal and external stakeholders, the incumbent supplier and market suppliers.<br><br>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. |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Stephen Allan Tel: 033 022 25192  |
| <b>Contact</b>                               | Suzannah Hill Tel: 033 022 22551  |

### Director of Finance and Support Services

| <b>Award: Print Management Service Contract</b>  |   |
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| The County Council currently contracts with Xerox to provide print services to the County Council's 190 smaller sites throughout West Sussex. The contract is due to end in October 2020. The Cabinet Member has endorsed the procurement of a new print management contract ( <a href="#">ECR04 19-20</a> ) using a procurement framework; the contract to commence 01 November 2020 and comprise hardware leasing, commissioning and operation of a Managed Print Service and delegated authority to the Director Finance and Support Services to award the contract. The Director Finance and Support Services is now asked to award the contract |   |
| <b>Decision by</b>   | Katharine Eberhart - Director of Finance and Support Services   |
| <b>West Sussex Plan priority</b>   | A Council that Works for the Community  |
| <b>Date added</b>  | 27 May 2020   |
| <b>Month</b>   | July 2020   |
| <b>Consultation/ Representations</b>   | Cabinet Member for Fire & Rescue and Communities, internal stakeholders, County Council Sustainability Team, contract suppliers, service users.<br><br>Representation can be made via the officer contact in the month prior to that in which the decision is to be made. |
| <b>Background Documents</b><br>(via website)   | None  |
| <b>Author</b>  | Stewart Laird Tel: 033022 25310   |
| <b>Contact</b>   | Suzannah Hill Tel: 033 022 22551  |

### Director of Property and Assets

**Award: Soft Facilities Management Services Contract**

The Director for Property and Assets will be asked to award the following single supplier contracts for Soft Facilities Management Services for County Buildings of four years with the option to extend for 3 x 1-year periods, up to a maximum contract period of seven years, commencing in October 2020:

- Cleaning Services
- Grounds Maintenance Services
- Security Services

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| <b>Decision by</b>                           | Andrew Edwards - Director of Property and Assets  |
| <b>West Sussex Plan priority</b>             | A Council that Works for the Community  |
| <b>Date added</b>                            | 27 May 2020   |
| <b>Month</b>                                 | July 2020   |
| <b>Consultation/ Representations</b>         | Facilities Management teams and a market engagement event to incorporate market expertise into the procurement.<br><br>Representation can be made via the officer contact in the month prior to that in which the decision is to be made. |
| <b>Background Documents</b><br>(via website) | None  |
| <b>Author</b>                                | Jeremy Rigby Tel: 033 022 26460   |
| <b>Contact</b>                               | Suzannah Hill Tel: 033 022 22551  |