

# 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. In accordance with regulations in response to the current public health emergency, Cabinet meetings will be held virtually with councillors in remote attendance. Public access will be via webcasting and the meetings will be available to watch online via our [webcasting website](#). 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. [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: 26 August 2020**

## Forward Plan Summary

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

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11	Executive Director Children, Young People and Learning	Extension of Short Breaks Dynamic Purchasing System	September 2020
12	Cabinet Member for Children and Young People	Children Looked After and Care Leavers' Strategy 2020-2024	September 2020
12	Cabinet Member for Education and Skills	Expansion of Palatine Primary School, Worthing	September 2020
13	Cabinet Member for Education and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	October 2020
14	Cabinet Member for Education and Skills	The re-designation of Post 16 provision at Oak Grove College, Worthing	October 2020
15	Cabinet	Scope of services for a proposed Children's Trust	October 2020
16	Executive Director Children, Young People and Learning	Children's Trust Phase 2 Procurement	October 2020
17	Director of Property and Assets	Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham	October 2020
17	Cabinet Member for Education and Skills	Replacement All Weather Pitch at Tanbridge House School, Horsham	November 2020
18	Cabinet Member for Education and Skills	Provision of an All Weather Pitch at The Forest School, Horsham	November 2020
19	Executive Director Place Services	Endorsement: Budget Increase Eastern Gateway Improvement Project	August 2020
20	Cabinet Member for Highways and Infrastructure	Emergency Active Travel Fund (tranche 2)	August 2020
21	Cabinet Member for Highways and Infrastructure	Award of Contract: Real Time Passenger Information	August 2020

21	Cabinet Member for Highways and Infrastructure	Contracts for Winter De-icing Salt and Gritter Fleet	August 2020
22	Director of Highways, Transport and Planning	Award of Contract: Real Time Passenger Information	August 2020
23	Executive Director Place Services	Award of Contract: Crawley Growth Programme Eastern Gateway Scheme	September 2020
24	Cabinet	Endorsement: Horsham Fire Station and Fire and Rescue Training Centre	September 2020
24	Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	September 2020
25	Executive Director Place Services	Award of Contract: Crawley Growth Programme Manor Royal Scheme	October 2020
26	Executive Director Place Services	Award of Contract: Enabling Works Contract, Horsham Enterprise Park	October 2020
27	Interim Executive Director Adults and Health	New operating model for the Approved Mental Health Professional (AMHP) service	September 2020
28	Interim Executive Director Adults and Health	Extension of Shared Lives (Adults with Learning Disabilities) Contract	September 2020
29	Director of Environment and Public Protection	Electric Vehicle Charging: Contract Award	October 2020
29	Interim Executive Director Adults and Health	In House Day Services Award of Contract	August 2020
30	Interim Executive Director Adults and Health	Financial Support to the Care Sector	September 2020
31	Interim Executive Director Adults and Health	Care and Support at Home Framework Extension	September 2020
32	Cabinet Member for Adults and Health	Health and Social Care Seasonal Pressures Plan	September 2020
33	Cabinet Member for Adults and Health	Residential Care and Support Services Block Contracts Procurement	September 2020
33	Cabinet Member for Adults and Health	Procurement of Public Health Social Support Services for Older People	September 2020
34	Interim Executive Director Adults and Health	Award of Block Contracts for Residential Care and Support Services	October 2020
35	Interim Executive Director Adults and Health	Health and Social Care Seasonal Pressures - Contract Award	October 2020
36	Cabinet Member for Finance, Leader	Total Performance Monitor (Rolling Entry)	Between April 2020 and March 2021
37	Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2020 and March 2021
37	Cabinet Member for Economy and Corporate Resources	Procurement: Construction Framework Arrangement	August 2020

38	Director of Property and Assets	Award Asset Valuation Services Contract	September 2020
39	Acting Director of Communities	Mortuary Services Award of Contract	September 2020

## Best Start in Life

### Cabinet Member for Education and Skills

<b>Allocation of Section 106 Funding to Education Capital Projects</b>	
<p>Developer contributions towards education provision are secured by means of conditions attached to planning permissions under Section 106 of The Town and Country Planning Act 1990 or the Community Infrastructure Levy (CIL). Contributions are sought by the Education and Skills School Organisation and Development Team and collected either direct by the County Council or, in some cases, by the District or Borough Council on the County Council's behalf.</p> <p>The contributions are required to mitigate the impacts of development and/or make the development acceptable in planning terms. When secured, the funding usually has a 10 year 'life' in which funds should be spent, in accordance with the criteria in the Section 106 agreement.</p> <p>Following a detailed review of Section 106 funds received for Education the Cabinet Member for Education and Skills will be asked to approve the block allocation of Section 106 funds to deliver a number of Education capital projects across the County.</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>	22 June 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	<p>Schools</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Property and Assets

<b>Award of contract for construction 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>

In June 2020 the Cabinet Member for Education and Skills approved the allocation of capital funding from the Basic Need Capital Programme to enable the project to proceed and delegated authority to the Director of Property and Assets to award the contract for the works (Decision reference [ES01 \(20/21\)](#)).

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.

<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>	August 2020
<b>Consultation/ Representations</b>	School  Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision Report ES01 (20/21)
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

#### **Allocation of Section 106 Funding to Provide Additional Furniture, Fittings and Equipment in Schools**

Developer contributions towards education provision are secured by means of conditions attached to planning permissions under Section 106 of The Town and Country Planning Act 1990 or the Community Infrastructure Levy (CIL). Contributions are sought by the Education and Skills School Organisation and Development Team and collected either direct by the County Council or, in some cases, by the District or Borough Council on the County Council's behalf.

The contributions are required to mitigate the impacts of development and/or make the development acceptable in planning terms. When secured, the funding usually has a 10 year 'life' in which funds should be spent, in accordance with the criteria in the Section 106 agreement.

Following a detailed review of Section 106 funds received for Education the Cabinet Member for Education and Skills will be asked to approve the block allocation of Section 106 funds to deliver furniture, fittings and equipment at a number of Schools across the County.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Education and Skills
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<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	22 June 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	Schools Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Director of Education and Skills**

<b>Award of contracts for the delivery of Alternative Provision</b>	
<p>The County Council currently commissions Chichester College Group to deliver education provision for pupils aged 14-16 whose needs are deemed better met by a more vocational curriculum.</p> <p>Building on the success to date of this service in delivering improved outcomes for these pupils, the County Council proposes to continue commissioning Chichester College Group to offer this provision for a further year.</p> <p>In addition, the County Council proposes commissioning an additional 20 places with Greater Brighton Metropolitan for the delivery of similar provision at Northbrook college Worthing. This is to ensure that there is a 14-16 appropriate provision offer across the County and to reduce the costs of travel for children in the Worthing (South) area.</p> <p>The Director of Education and Skills will be asked to approve the award of the two contracts for this provision for the period from September 2020 to 31st August 2021.</p>	
<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	10 July 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.

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

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

<b>Parklands Primary School, Chichester - Funding for remedial works programme</b>	
<p>Following the completion in 2018 of the expansion at Parklands Primary School in Chichester to create a 2 form entry (2FE) school a range of defects have been identified within the new school building which require addressing.</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 for the remedial works required at Parklands Primary School.</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>	11 June 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	<p>Legal Services</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Director of Education and Skills**

<b>Award of Contract - Education Provision for 14-16 year old SEND pupils</b>	
<p>In 2018, as a pilot project, the County Council commissioned Chichester College Group to deliver education provision for pupils aged 14-16 with Special Educational Needs and Disabilities (SEND). The aim was to improve the outcomes for these young people whom the County Council are not able to place in maintained schools or academy provision.</p> <p>Following the positive results experienced during the pilot period it is proposed that the commissioning of this service will continue for a further 3 years for eligible pupils.</p>	



The Director of Education and Skills, will be asked to approve the award of a contract to Chichester College Group for this provision to continue from September 2020 to 31st August 2023.

<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	10 July 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Helen Johns Tel: 07715 616560
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<b>Phase 2 Special Support Centre Programme - Allocation of Design Fees</b>	
<p>There is a need to reduce the number of children and young people with Special Educational Needs and Disabilities (SEND) moving from maintained schools and academies into costly out of county education provision. Increasing provision for children and young people with SEND through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference <a href="#">CAB03(19/20)</a>). Since that approval feasibility studies have been undertaken for school sites identified within the Phase 2 Special Support Centre Programme.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funds to enable design work to progress for the prioritised projects following the completion of feasibility studies.</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 July 2020
<b>Month</b>	August 2020

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

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

<b>Change of status for The Forest School, Horsham and St Andrews CE High School for Boys, Worthing to co-educational schools - Determination of Statutory Notices</b>	
<p>A public consultation has been undertaken on the proposal to alter The Forest School, Horsham and St Andrews CE High School for Boy, Worthing from single sex boys' schools to co-educational schools from September 2021 entry. 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.</p> <p>Following assessment of the outcome of the consultation the Cabinet Member for Education and Skills approved the proposals (<a href="#">Decision reference ES05(20/21)</a>)</p> <p>In accordance with the Department for Education's prescribed procedure, the County Council will publish notices confirming the intention to change the character of The Forest School, Horsham and St Andrews C of E High School for Boys, Worthing from single sex boys' schools to co-educational schools from September 2021 entry.</p> <p>Following consideration of any representations received in relation to these proposals during the 4 week publication period the Cabinet Member for Education and Skills would be asked to determine the statutory notices.</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>	8 July 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	<p>Schools Governing Bodies Diocese of Chichester Education 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> (via website)	Decision Report ES05 (20/21)
<b>Author</b>	Graham Olway Tel: 033 022 23029
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<b>Extension of Short Breaks Dynamic Purchasing System</b>	
<p>West Sussex County Council has a statutory duty, under the Breaks for Carers of Disabled Children Regulations 2011, to provide short breaks for children and young people with additional needs and disabilities, and their families.</p> <p>Short breaks cover a wide range of opportunities that enable children and young people, with additional needs and disabilities, to have fun, try new things, and develop their independence, confidence and well-being. These opportunities give parent carers, and siblings, a much-needed break from their caring roles and allow time to spend with other family members.</p> <p>In May 2015 the then Cabinet Member for Children – Start of Life approved the creation of a Dynamic Purchasing (DPS) Scheme for commissioning short breaks and provided delegated authority to the appropriate senior officer to let the tender and extend the contract if appropriate (Decision reference <a href="#">CH04 15/16</a>).</p> <p>The initial term for the DPS is due to expire in April 2021 and the intention is to extend the DPS for a further two year period.</p> <p>The Executive Director Children, Young People and Learning will be asked to approve the extension of the current Short Breaks dynamic purchasing system contracts by an additional two years, from: 1 April 2021 until 31 March 2023.</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>	8 July 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	<p>Providers Procurement Legal</p> <p>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.</p>
<b>Background Documents</b> (via website)	None

<b>Author</b>	Michael Rhodes-Kubiak Tel: 033 022 24511
<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>	
<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>	September 2020
<b>Consultation/ Representations</b>	<p>Corporate Parenting Panel - 12 March 2020, 25 June 2020</p> <p>Children in Care Council</p> <p>Health</p> <p>Education</p> <p>Local Safeguarding Partnership</p> <p>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>
<b>Background Documents</b> (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

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

<b>Expansion of Palatine Primary School, Worthing</b>
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The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs. There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.

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

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

The feasibility work for the project to accommodate the pupils has been completed. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

<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>	September 2020
<b>Consultation/ Representations</b>	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
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Cabinet Member for Education and Skills**

**Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation**

The County Council has a statutory duty to provide sufficient primary and secondary

school places for all children who need a place. Slinfold CE Primary School is a 5 class Primary School with a broad range of buildings including a double modular unit which was installed on the site in excess of 30 years ago. The modular unit has significant suitability issues and requires replacement with new teaching accommodation that meets current required standards for construction.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions and a procurement exercise to undertake a project to replace the modular classrooms with new purpose built classrooms.

<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>	8 July 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	School Cabinet Member for Finance and Resources  Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

#### **The re-designation of Post 16 provision at Oak Grove College, Worthing**

Oak Grove is a special college in Worthing that offers provision for students with learning difficulties from Years 7-14.

One of the aims of the County Council's Special Educational Needs and Disabilities (SEND) and Inclusion Strategy 2019-2024 is to support the inclusion of all children and young people with SEND to participate in local mainstream schools and educational settings. Following assessment of options for post-16 provision for children with SEND it is recognised that many of the pupils with less complex needs who currently undertake their post-16 studies at Oak Grove could be successfully educated within mainstream Further Education Colleges, thereby enabling Oak Grove College to focus provision for students with more complex needs.

A public consultation on the proposal that post-16 provision at Oak Grove is redesignated to become more specialist and cater for pupils with complex needs including; Complex Autistic Spectrum Condition, Profound and Multiple Learning Difficulties and Severe Learning Difficulties will be undertaken during the autumn term.

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 redesignation of post-16 provision at Oak Grove College to become more specialist focussing on pupils with complex needs with effect from September 2021.	
<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>	8 July 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	Schools Governing Bodies Parents and Carers  Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Oliver Lane-Smith Tel: 033 022 23105
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet

<b>Scope of services for a proposed Children's Trust</b>	
<p>In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council will take steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust). The detailed proposals for the establishment and operation of the Trust and its relationship to the County Council will be described in a Memorandum of Understanding between the Council and the DfE.</p> <p>It is expected that this document will be concluded during 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 Marshall, Cllr N Jupp, Cllr Elkins, Cllr Russell, Cllr Urquhart, Cllr A Jupp, Cllr Hunt, Cllr Lanzer, Cllr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	25 February 2020
<b>Month</b>	October 2020

<b>Consultation/ Representations</b>	Children and Young People's Services Scrutiny Committee  Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Vince Clark Tel: 07402 338396
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<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
<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> (via website)	None
<b>Author</b>	Vince Clark Tel: 07402 338396
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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



**Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham**

Queen Elizabeth II Silver Jubilee School (QEII School) in Horsham caters for a wide range of Special Educational Needs, for children aged between 2 and 19 with severe learning difficulties, profound and multiple learning difficulties or complex needs.

Over recent years additional pupils have been accommodated by the school but without the supporting investment in accommodation. Pupil numbers have increased from 85 in 2017 to 105 in 2019.

In July 2020 the Cabinet Member for Education and Skills approved the allocation of capital funding from the Basic Need Capital Programme to expand the school and delegated authority to the Director of Property and Assets to award the contract for the works (Decision reference [ES02 \(20/21\)](#)). The building project will provide a three class modular teaching block with associated group room, hygiene provision, storage and external works.

The Director of Property and Assets will be asked to approve the award of contract for the expansion works at QEII school.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	3 August 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Decision Report ES02 (20/21)
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Cabinet Member for Education and Skills**

**Replacement All Weather Pitch at Tanbridge House School, Horsham**

As part of the secondary school curriculum, Physical Education is a core subject and suitable provision is required to enable a wide range of sport to be offered and ensure children are given the Best Start in Life.

Tanbridge House School has an All Weather Pitch facility which is in a deteriorating condition and is now at the end of its life. The pitch requires replacement to ensure

continued provision for sport.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding, from Section 106 contributions, to undertake a project to replace the All Weather Pitch at Tanbridge House School, thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.

<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>	3 August 2020
<b>Month</b>	November 2020
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<b>Provision of an All Weather Pitch at The Forest School, Horsham</b>	
<p>As part of the secondary school curriculum, Physical Education is a core subject and suitable provision is required to enable a wide range of sport to be offered and ensure children are given the Best Start in Life.</p> <p>The Forest School does not currently have an All Weather Pitch (AWP) facility. Following the Cabinet Member Decision in July 2020 (<a href="#">Decision reference ES02(20/21)</a>) that approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School installation of an AWP is now required to mitigate the impact.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.</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>	3 August 2020

<b>Month</b>	November 2020
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES02 (20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## A Prosperous Place

### Executive Director Place Services

<b>Endorsement: Budget Increase Eastern Gateway Improvement Project</b>	
<p>Leader decision <a href="#">LDR04 17.18</a> in September 2017 agreed the scope of the Crawley Growth Programme and, subject to the approval of the Crawley Growth Programme Business Case and the allocation of Local Growth fund (LGF) by the Local Enterprise Partnership (LEP), delegated authority to the then Executive Director of Economy, Infrastructure and Environment to progress projects outlined in the business case.</p> <p>The LEP approved the business case and confirmed an allocation of £14.6m on 21 September 2017. The funding allocations included £8.35m to a project to provide public realm and connectivity improvements at the Eastern Gateway in Crawley.</p> <p>The Executive Director Place services will be asked to increase the design budget allocation to the Eastern Gateway scheme from within the approved budget.</p>	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	Prosperous Place
<b>Date added</b>	8 July 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	A full engagement exercise was undertaken in June/July 2018. The Crawley Growth Board will be consulted on the final designs.  Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None

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

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

#### **Emergency Active Travel Fund (tranche 2)**

On 9 May 2020, the Transport Secretary announced a [£2 billion package to put cycling and walking at the heart of the Government's transport policy](#).

The first stage, worth £250 million, is for emergency interventions to make cycling and walking safer. The County Council received an allocation of £784k and submitted a bid, on 5 June 2020, to the Department for Transport (DfT) for seven initiatives in areas which, until the COVID-19 crisis, were heavily reliant on public transport. The bid was successful and the decision to approve the seven schemes can be found on the County Council's [website](#).

The second tranche of funding will enable authorities to install further, more permanent, measures to cement walking and cycling habits and, where applicable, enable the implementation of schemes identified in Local Cycling & Walking Infrastructure Plans.

The County Council's indicative tranche 2 funding allocation is £3.135m, which will be available towards the end of the summer 2020. An application to the DfT must be submitted by 7 August 2020.

The Cabinet Member for Highways and Infrastructure has set up a cross party Executive Task and Finish Group which will consider the bidding process and criteria, review those schemes that are suitable for submission for tranche 2, advise officers on an appropriate level of consultation and make recommendations for a tranche 2 bid to the Cabinet Member.

The Cabinet Member for Highways and Infrastructure will be asked to approve the schemes to be progressed and delegate authority to the Director of Highways, Transport and Planning to make any subsequent amendments to the schemes.

*Note: due to the DfT's tight timescales for the works to be completed, 28 days' notice for this decision may not be achieved. In this case, the decision will be made using emergency powers.*

<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>	22 July 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	County Council Members District and borough 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.

<b>Background Documents</b> (via website)	None
<b>Author</b>	Andy Ekinsmyth Tel: 033 022 26687
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

<b>Award of Contract: Real Time Passenger Information</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>	A Prosperous Place
<b>Date added</b>	3 June 2020
<b>Month</b>	August 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> (via website)	None
<b>Author</b>	Rowan Sheppard Tel: 033 022 23627
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

<b>Contracts for Winter De-icing Salt and Gritter Fleet</b>	
<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 awarded for these services in 2019, are due to end in 2021, and new contracts are required.</p>	

The Cabinet Member for Highways and Infrastructure will be asked to -

- 1) approve the commencement of the procurement process for a winter de-icing salt contract (two years with a two-year extension available) and a contract for the provision of a leased gritter fleet (four-year contract); and
- 2) delegate authority to the Director of Highways, Transport and Planning to enter into the contracts, and to extend if appropriate, in accordance with the Council's Standing Orders on Procurement and Contracts.

<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>	27 July 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	Executive Director Place Services Director of Finance and Support Services Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Chris Barrett Tel: 033 022 26707
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

#### **Award of Contract: Real Time Passenger Information**

The current contract for the operation and maintenance of the Real Time Passenger Information (RTPI) system expires on 30 November 2020.

The contract covers the operation and maintenance of the central control system, maintenance of RTPI displays at bus stops, and the supply and installation of new displays.

An assessment of available routes to market has been undertaken including the option to access existing contracts let by neighbouring authorities.

It is proposed that the County Council accesses Hampshire County Council's RTPI Framework Agreement. This is a sole supplier Framework Agreement with VIX Technology Ltd.

The contract will allow the County Council to purchase new displays (until August 2021) as well as organise maintenance and system support for both existing and new displays (under November 2025).

The Director for Highways, Transport and Planning will be asked to approve the award of a contract for real time passenger information system via the existing Hampshire County Council RTPPI Framework Agreement.

<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>	17 June 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	Cabinet Member for Highways and Infrastructure Director of Law & Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Liz Robbins Tel: 033 022 26383
<b>Contact</b>	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.

<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>	September 2020
<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.  Representation can be made via the officer contact prior to the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Cabinet

<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 Lanzer, Cllr A Jupp, Cllr Hunt, Cllr Crow, Cllr Marshall, Cllr N Jupp, Cllr Elkins, Cllr Russell, Cllr Urquhart - Cabinet
<b>West Sussex Plan priority</b>	Prosperous Place
<b>Date added</b>	27 April 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	Local councillors. West Sussex County Council Fire and Rescue Scrutiny Committee/Performance and Finance Scrutiny Committee – dates tbc  Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nick Burrell Tel: 033 022 23881
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Cabinet Member for Highways and Infrastructure

<b>Review of the Integrated Parking Strategy</b>
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.

<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>	September 2020
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Executive Director Place Services

<b>Award of Contract: Crawley Growth Programme Manor Royal 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. 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>	October 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.  Representation can be made via the officer contact prior to the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Executive Director Place Services

<b>Award of Contract: Enabling Works Contract, Horsham Enterprise Park</b>	
A decision is required for an award of a contract for enabling works for the Horsham Enterprise Park site in Horsham. These works are essential site preparatory works that will enable the early commencement of the commercial phases of the scheme and will be carried out between October 2020 and April 2021. A capital allocation of £2.717 million was approved by the West Sussex County Council Cabinet ( <a href="#">CAB14 19/20</a> ) for this work to be undertaken via the Council's Multi-Disciplinary Consultant (MDC) framework. The Executive Director Place Services will be asked to make an award of contract following a public procurement procedure undertaken under the terms of the MDC framework.	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	Prosperous Place
<b>Date added</b>	22 July 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	WSSC Multi-Disciplinary Consultant  Representation can be made via the officer contract in the month prior to that in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Gary Cox Tel: 07540 319069
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

**A Strong, Safe and Sustainable Place**

## Interim Executive Director Adults and Health

### New operating model for the Approved Mental Health Professional (AMHP) service

The Council has a statutory duty to have an Approved Mental Health Professional (AMHP) service with sufficient professional resources (AMHPs) to operate on a 24-hour, 7 day a week basis.

A review of the current AMHP Service in 2019 found significant issues and risks within the service, including in relation to legal compliance and safe standards of practice, and made a number of recommendations for change. These recommendations have been developed into the proposed new operating model for the AMHP service which will deliver a statutory, high quality, legally compliant and sufficient service.

The proposed new operating model is for a 24/7 hub and bespoke (hybrid) AMHP service, without a separate Emergency Duty Team function. The service will be provided by the Council, ending the current joint provision with Sussex Partnership Foundation Trust, although close working will remain.

The Interim Executive Director Adults and Health will be asked to approve a new operating model for the AMHP service and agree the associated increased budget cost involved.

<b>Decision by</b>	Alan Adams - Interim Executive Director Adults and Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	27 July 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	<p>Sussex Partnership Foundation Trust, staff in the existing AMHP Service and service users were involved in the review of the current service and the development of the new model.</p> <p>Internal consultation has taken place with Finance, HR and Legal services, the Adults and Health Leadership Team and the Executive Leadership Team and Cabinet Member for Adults and Health.</p> <p>Representations concerning this proposed decision can be made to the Interim Executive Director Adults and Health via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Alison Nuttall Tel: 033 022 25936
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

## Interim Executive Director Adults and Health

### Extension of Shared Lives (Adults with Learning Disabilities) Contract

West Sussex County Council currently commissions Shared Lives services in West Sussex in two ways, from the independent market through our Supported Living Framework and an in-house service delivered by Adults In-House Social Care Services (AIHSCS).

The Supported Living Framework has included a separate provision for Shared Lives Services since it commenced in 2015. During this period only one independent Shared Lives Scheme provider has been awarded the service.

Shared lives services meet customers social care needs as defined under the Care Act 2014 through a model of care and support that provides innovative, small family-based homes to people with a learning disability with a variety of support needs. This approach can generate significant positive outcomes to people who use shared lives through access to a range of accommodation and support arrangements.

Cabinet Member decision ([AH08 20/21](#)) recommended that the independent Shared Lives Scheme, which is currently commissioned under the terms of the Supported Living Framework and which expires on 31st March 2021, be subject to an internal review regarding its future re-procurement options and should be excluded from the decision to procure a new Supported Living Framework Agreement.

Authorisation is sought to extend the current contract arrangements as a single tender with the one incumbent independent Shared Lives provider for one year until 31st March 2022, under the existing contractual terms. This will enable the Council to explore future delivery models, contract and procurement options and associated cost structures, as well as undertake consultation with the market, which in line with the Lifelong Disability and Autism Market Position Statement objectives, will lead to more people living independently in community settings, and where this is appropriate and cost-effective. No change is proposed to the in-house service.

<b>Decision by</b>	Alan Adams - Interim Executive Director Adults and Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	17 August 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Interim Executive Director for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lisa Loveman Tel: 033 022 23430
<b>Contact</b>	Erica Keegan Tel: 020 033 26050

## Director of Environment and Public Protection

### Electric Vehicle Charging: Contract Award

In March 2020, the Cabinet Member for Environment [approved](#) the commencement of a procurement process to procure a concession contract to plan, install and operate a publicly accessible electric vehicle chargepoint network across West Sussex, and delegated authority to the Director of Environment and Public Protection, in consultation with the Director of Highways, Transport and Planning, to award the service concession contract to the successful bidder following the procurement exercise.

The formal procurement process has commenced.

On completion, the Director of Environment and Public Protection, in consultation with the Director of Highways, Transport and Planning, will be asked to approve the award of the contract to the preferred contractor to deliver and operate a chargepoint network across West Sussex.

<b>Decision by</b>	Steve Read - Director of Environment and Public Protection
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	19 August 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	District and Borough Councils Director of Finance and Support Services Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Ruth O'Brien Tel: 033 022 26455
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Independence in Later Life

### Interim Executive Director Adults and Health

#### In House Day Services Award of Contract

Following the decision undertaken by the Cabinet member for Adults and Health in June 2020 ([AH05 20/21](#)), the Interim Executive Director for Adults and Health is asked to agree to the commencement of the appointment of the contract relating to the provision for the redevelopment of Glebelands, Laurels and Rowans Adult day centres in West Sussex for delivery of work for May 2021. This relates to capital programme

works to the value of £4.587m.

A tender process started in April 2020 with the first stage, a Pre-Qualification Questionnaire sent out to contractors on the 11 May 2020. The PQQ is a pre-tender exercise which will be undertaken to determine quality of contractors prior to inviting tender. Ten submissions were received by the closing date of the 22 May and the top 6 submissions with the highest scores were put forward to the second stage of the tender process. The second stage tenders have been sent out with a return date of 24 July.

The Interim Executive Director of Adults and Health will be asked to agree the award of the contract to the lowest submitted tender.

<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>	1 July 2020
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	Representation concerning this proposed decision can be made via the officer contact in the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<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>Financial Support to the Care Sector</b>	
<p>In response to the Covid-19 pandemic the Council has provided financial support to the care sector in recognition of additional costs related to the provision of services. Previous decisions in April 2020 (<a href="#">Report AH02 20/21</a>) and August 2020 (<a href="#">Report OKD24 20/21</a>) dealt with these arrangements.</p> <p>The impact of the continuing public health situation on the care market will continue to be reviewed. Subject to the availability of funds, further financial support to care providers may need to be considered to maintain the resilience of services after support provided to date comes to an end.</p> <p>The Interim Executive Director Adults and Health will be asked to approve any use and allocation of funds to provide financial assistance to care providers identified as needed by the review.</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>	26 August 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	Cabinet Member for Adults and Health Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Interim Executive Director Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 223748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Interim Executive Director Adults and Health

<b>Care and Support at Home Framework Extension</b>	
<p>The Care and Support at Home Framework (2015) is the Council's primary contractual arrangements for the provision of home-based services for people with assessed eligible care needs. In February 2020 (<a href="#">Report AH11 19/20</a>) a decision was made to commence a procurement programme for a new Care and Support at Home Framework to replace the existing arrangements, including the reserve Domiciliary Care Framework (2009), with the new services scheduled to commence in February 2021.</p> <p>The tender opportunity for the new framework was published on 6 March 2020 but due to the Covid-19 pandemic was suspended on 27 March 2020. The tender was re-published on 10 August 2020. As a result of the delay to the procurement it is not possible for the new Framework to commence as intended with the current timeline now targeting a July 2021 start date.</p> <p>Contracts for services awarded under the Care and Support at Home Framework (2015) were extended in May 2019 until 31 January 2020 with the provision for a further three-month extension. In order to avoid a break in service delivery and to coincide with when the new services commence it is proposed to extend these contracts until August 2021.</p> <p>The Interim Executive Director Adults and Health will be asked to approve the extension of contracts under the Care and Support at Home Framework (2015) until August 2021.</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>	26 August 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	Cabinet Member for Adults and Health Director of Law and Assurance

	<p>Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Interim Executive Director Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 223748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

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

<b>Health and Social Care Seasonal Pressures Plan</b>	
<p>The County Council along with its health partners, are jointly developing plans to respond to health and social care seasonal pressures for the period between October 2020 and March 2021. The seasonal pressure plan will potentially include the development and provision of both home care and residential based services as well as other services that support hospital discharge or services that enable people to remain independent.</p> <p>The health and social care system face increased pressures during this period, particularly in the winter months, that place increased demands on services. Seasonal pressure plans are designed to improve discharges from hospital, avoid admission to hospital or increase the flow across health and social care and access to services.</p> <p>The Cabinet Member for Adults and Health will be asked to approve the plan for seasonal pressures and approve the procurement of a number of services required for home and residential care. The Cabinet Member will also be asked to delegate the authority for award of contracts to the Interim Executive Director Adults and Health.</p>	
<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>	26 August 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	<p>Interim Executive Director Adults and Health 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 for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None



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

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

<b>Residential Care and Support Services Block Contracts Procurement</b>	
<p>The County Council commissions a range of services to provide care and support to people with assessed eligible social care needs on a residential basis. The majority of these arrangements are made on an individual spot purchase basis to a high number of providers. The Council is facing increasing challenges in securing adequate provision of suitable services across the county.</p> <p>To provide an assurance of capacity, a number of block contracts shall be proposed to be developed to secure residential based care and support services in key locations across West Sussex to respond to local demand. The development of block contracts will also support service providers by providing an assurance of income whilst allowing the Council to seek financial best value.</p> <p>The Cabinet Member for Adults and Health will be asked to approve the plan for residential based care and support services and the procurement of a number of services. The Cabinet Member will also be asked to delegate the authority for award of contracts to the Interim Executive Director Adults and Health.</p>	
<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>	26 August 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	<p>Interim Executive Director Adults and Health            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 for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 223748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

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

<b>Procurement of Public Health Social Support Services for Older People</b>
<p>The last commissioning exercise for Public Health Social Support Services for Older People was undertaken in 2013. These services are currently delivered by the Voluntary</p>

and Community Sector and a single private company and this will come to an end in July 2021.

In response to the impact of COVID 19 on older, vulnerable people which has been significant and sometimes life-limiting, support organisations have worked to adapt, collaborate and create networks for practical and social support. This procurement will seek to continue this excellent work. Therefore, West Sussex County Council seeks to recommission services in collaboration with local providers with the aim of ensuring all older people in the County, in both urban and rural communities, have access to the support they need to lead healthy, independent lives.

The formal procurement process will start in October 2020 and new contracts will be effective from 1 July 2021 and will run for five (5) years with the possibility of a further extension of up to two (2) years built into the terms of the contract. The contracts will be funded mainly through the Public Health Grant, with a contribution from Adult Social Care. Contract funding will be awarded to winning bids that ensure maximum benefits and value for money and reflect demographic needs of the older population in West Sussex.

The Cabinet Member is asked to agree the commencement of a procurement process for the provision of Public Health Services for Prevention and Independence for Older People. The Cabinet Member is also asked to delegate decisions regarding the award of the new contracts to the Director of Public Health in Consultation with the Cabinet Member.

<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>	6 August 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nikki Lewis Tel: 0330 022 26067
<b>Contact</b>	Erica Keegan Tel: 0330 022 26050

### **Interim Executive Director Adults and Health**

#### **Award of Block Contracts for Residential Care and Support Services**

The Council commissions a range of services to provide care and support to people with assessed eligible social care needs on a residential basis. The majority of these arrangements are made on an individual spot purchase basis to a high number of providers. The Council is facing increasing challenges in securing adequate provision of

suitable services across the county.

To provide an assurance of capacity, a number of block contracts shall be proposed to be developed to secure residential based care and support services in key locations across West Sussex to respond to local demand. The development of block contracts will also support service providers by providing an assurance of income whilst allowing the Council to seek financial best value.

As a separate key decision process the Cabinet Member for Adults and Health will be asked to approve the commencement of a procurement of residential based care and support services. As part of the approval the Cabinet Member will be asked to delegate authority to the Interim Executive Director Adults and Health to award the contracts.

Following receipt of this approval from the Cabinet Member the Interim Executive Director Adults and Health will be asked to approve the award of contracts for residential based care and support services.

<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>	26 August 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	Cabinet Member for Adults and Health Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Interim Executive Director Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 223748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Interim Executive Director Adults and Health**

#### **Health and Social Care Seasonal Pressures - Contract Award**

The County Council along with its health partners, are jointly developing plans to respond to health and social care seasonal pressures for the period between October 2020 and March 2021. The seasonal pressure plan will potentially include the development and provision of both home care and residential based services as well as other services that support hospital discharge or services that enable people to remain independent.

The health and social care system face increased pressures during this period, particularly in the winter months, that place increased demands on services. Seasonal pressure plans are designed to improve discharges from hospital, avoid admission to

hospital or increase the flow across health and social care and access to services.

As a separate key decision process the Cabinet Member for Adults and Health will be asked to approve the procurement of a number of services required for home and residential care. As part of the approval the Cabinet Member will be asked to delegate authority to the Interim Executive Director Adults and Health to award the contracts.

Following this delegation of authority the Interim Executive Director Adults and Health will be asked to approve award of contracts for services to deliver the seasonal pressures plan.

<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>	26 August 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	Cabinet Member for Adults and Health Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Interim Executive Director Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 223748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## A Council that works for the Community

### Cabinet Member for Finance, Leader

<b>Total Performance Monitor (Rolling Entry)</b>	
The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.	
<b>Decision by</b>	Cllr Marshall, Cllr Hunt - Cabinet Member for Finance, Leader
<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> (via website)	None
<b>Author</b>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### **Cabinet Member for Finance**

<b>Property Review (Rolling Entry)</b>	
The County Council's Future West Sussex Plan set out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an <a href="#">Asset Management Policy and Strategy</a> . An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.	
<b>Decision by</b>	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 2007
<b>Month</b>	Between April 2020 and March 2021
<b>Consultation/ Representations</b>	Representations can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill: Tel. 030022 22551

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

<b>Procurement: Construction Framework Arrangement</b>
The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate, a construction framework arrangement is required to deliver work around and within the County Council buildings. This will include repairs and refurbishment as well as new build requirements where needed. It will enable the County Council to place works orders with a variety of qualified contractors to deliver

works that fall outside of the current maintenance contract.

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

The Cabinet Member will be asked to agree to the commencement of a procurement process to begin in September 2020, contract to be awarded in January 2021 and commence on 1 February 2021 and to delegate to the Director of Property and Assets, the authority to award contract/contracts. Further forward plan entries and decision reports will be published as appropriate.

<b>Decision by</b>	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
<b>Month</b>	August 2020
<b>Consultation/ Representations</b>	Internal and external stakeholders, the incumbent supplier and market suppliers.  Representation concerning this proposed decision can be made via the officer contact prior to the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Stephen Allan Tel: 033 022 25192
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

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

<b>Award Asset Valuation Services Contract</b>	
In accordance with Key Decision <a href="#">FR08 (19/20)</a> , a procurement exercise is being undertaken to replace the contract for Asset Valuation Services which expires on 30 September 2020 and contributes to the fulfilment of WSCC's statutory obligations around financial reporting. This report seeks authority to award the resultant contract.	
<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>	1 July 2020
<b>Month</b>	September 2020
<b>Consultation/</b>	The County Council's Procurement Board approved the

<b>Representations</b>	<p>proposed sourcing strategy. The Cabinet Member for Finance and Finance and Legal Services officers will be consulted in the drafting of the report.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Acting Director of Communities

<b>Mortuary Services Award of Contract</b>	
<p>The council currently has contracts with 2 NHS Trusts who run our Mortuary and Post Mortem Services. Both contracts will expire on 22 January 2021 and there is no provision for further extensions.</p> <ul style="list-style-type: none"> <li>• WSHT - Western Sussex Hospital Trust (covers approx. 75% of requirement)</li> <li>• SASH - Surrey and Sussex Health Trust (covers approx. 25% of requirement)</li> </ul> <p>The council ran a procurement in 2018/19 with a vision of having a dedicated Mortuary – 100% of bodies to go into one location and a vision of moving away from traditional post-mortems, towards digital non-invasive methods. However, the Council only received one bid which was deemed unaffordable. The bid was later withdrawn and therefore the procurement process was abandoned.</p> <p>The Cabinet Member for Adults and Health has since agreed the commencement of a procurement that will secure ongoing contracts for the Mortuary and Post-Mortem services from January 2021 (<a href="#">Report ref: AH06 20/21</a>). The Director of Communities will now be asked to award the contracts following the procurement exercise.</p>	
<b>Decision by</b>	Emily King - Acting Director of Communities
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	22 July 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Acting Director of Communities via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786

<b>Contact</b>	Erica Keegan Tel: 0330 022 26050
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