

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:

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

Finance, assets, performance and risk management

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

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

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

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

Published: 2 November 2020

Forward Plan Summary

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

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18	Cabinet Member for Highways and Infrastructure	Emergency Active Travel Fund (tranche 2)	November 2020
19	Cabinet Member for Highways and Infrastructure	Highway Infrastructure Asset Management Strategy and Policy	November 2020
19	Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	November 2020
20	Cabinet Member for Highways and	Bus Gate Enforcement	November 2020

	Infrastructure		
21	Executive Director Place Services	Award of Contract: Crawley Growth Programme Eastern Gateway Scheme	December 2020
22	Executive Director Place Services	Award of Contract: Crawley Growth Programme Manor Royal Scheme	December 2020
22	Executive Director Place Services	Award of Contract Partial Demolition Crawley County Buildings	December 2020
23	Cabinet Member for Highways and Infrastructure	Delivery of the Ash Dieback Action Plan - Procurement	December 2020
24	Cabinet Member for Highways and Infrastructure	Highways and Transport Delivery Programmes 2021/22	December 2020
25	Director of Highways, Transport and Planning	Award of Highways Improvement Contracts, Lots 4, 5 & 6	December 2020
26	Director of Highways, Transport and Planning	Contract award: A24 Robin Hood Roundabout Improvement	February 2021
27	Cabinet Member for Economy and Corporate Resources	Procurement of an Occupational Health Contract	November 2020
28	Cabinet Member for Environment	West Sussex Tree Plan	November 2020
29	Interim Executive Director Adults and Health	New model of delivery for Community Mental Health social work for adults in West Sussex	November 2020
30	Interim Executive Director Adults and Health	Supported Living Contracts Extension	November 2020
30	Interim Executive Director Adults and Health	Extension of contracts for the provision of Specialist Health Services for people with learning disabilities and autism in West Sussex	December 2020
31	Interim Executive Director Adults and Health	Care and Support at Home Framework Extension	November 2020
32	Cabinet Member for Adults and Health	Residential Care and Support Services Block Contracts Procurement	November 2020
33	Cabinet Member for Adults and Health	Procurement of Public Health Social Support Services for Older People	November 2020
34	Interim Executive Director Adults and Health	Award of Block Contracts for Residential Care and Support Services	November 2020
35	Interim Executive Director Adults and Health	Health and Social Care Seasonal Pressures - Contract Award	November 2020
36	Interim Executive Director Adults and Health	Award of Extra Care Housing Contracts	November 2020
37	Interim Executive Director Adults and Health	Financial Support to the Care Sector - Infection Control Grant, Round 2, 20% Allocation	November 2020
38	Cabinet Member for Finance, Leader	Total Performance Monitor (Rolling Entry)	Between April 2020 and March 2021
38	Cabinet Member for	Property Review (Rolling Entry)	Between

	Finance		April 2020 and March 2021
39	Director of Finance and Support Services	Award: Agency Workers Recruitment Contract	November 2020
39	Cabinet Member for Economy and Corporate Resources	Procurement: Concession Contract SmartHubs Work Package 8	November 2020
40	Cabinet	Endorsement: West Sussex County Council Economy Reset Plan 2020-2024	November 2020
41	Cabinet	West Sussex Plan Re-set	November 2020
42	Cabinet Member for Economy and Corporate Resources	Procurement: Construction Framework Arrangement	December 2020

Best Start in Life

Cabinet Member for Education and Skills

Allocation of Section 106 Funding towards Education Infrastructure Capital Projects and Design Fees	
<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 allocation of Section 106 funds to deliver a number of Education capital projects across the County.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	22 June 2020
Month	November 2020
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Parklands Primary School, Chichester - Funding for remedial works programme	
<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>	

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.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	11 June 2020
Month	November 2020
Consultation/ Representations	Legal Services Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	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.

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.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	27 April 2020
Month	November 2020
Consultation/ Representations	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.
Background Documents (via website)	Cabinet Member Decision Report ES01 (20/21)
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	
<p>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.</p> <p>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.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	8 July 2020
Month	November 2020
Consultation/ Representations	<p>School 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 officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

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.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	3 August 2020
Month	November 2020
Consultation/ Representations	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
Background Documents (via website)	
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Provision of an All Weather Pitch at The Forest 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.

The Forest School does not currently have an All Weather Pitch (AWP) facility. Following the Cabinet Member Decision in July 2020 ([Decision reference ES02\(20/21\)](#)) 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.

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.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	3 August 2020
Month	November 2020
Consultation/ Representations	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.
Background Documents (via website)	Cabinet Member Decision ES02 (20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

The re-designation of Post 16 provision at Oak Grove College, Worthing	
<p>Oak Grove is a special college in Worthing that offers provision for students with learning difficulties from Years 7-14.</p> <p>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.</p> <p>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.</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 redesignation of post-16 provision at Oak Grove College to become more specialist focussing on pupils with complex needs with effect from September 2021.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	8 July 2020

Month	November 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Oliver Lane-Smith Tel: 033 022 23105
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Children Looked After and Care Leavers' Strategy 2020-2024	
<p>The current Children Looked After and Care Leaver's Strategy (2018-21) is being updated following the Ofsted inspection of 2019 and the appointment of a Commissioner to work with West Sussex County Council</p> <p>The update is necessary to ensure a strategic approach and evidence our commitment to ensuring that children who are looked after by the authority are happy, healthy, and safe and have the opportunity to achieve their full potential.</p> <p>The proposed new strategy is the product of consultation with the Children in Care Council, Corporate Parenting Panel and partners. It will have an annually updated action 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>	
Decision by	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	2 March 2020
Month	November 2020
Consultation/ Representations	Corporate Parenting Panel - 12 March 2020, 25 June 2020 Children in Care Council Health Education Local Safeguarding Partnership Staff and Young People living in County Council Children's Homes Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the

	author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision CYP04 (17/18)
Author	Louise Warren Tel: 033 022 24653
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Children's Trust Phase 2 Procurement	
<p>In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council is taking steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust) as set out in the agreed Memorandum of Understanding between the Council and the DfE (due to be agreed during October 2020).</p> <p>The Executive Director Children, Young People and Learning will be asked to approve the commencement of a procurement process to appoint a contractor to manage the process of establishing the West Sussex Children's Trust and the transfer of the agreed services to that Trust (as set out in the Memorandum of Understanding).</p>	
Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	18 March 2020
Month	November 2020
Consultation/ Representations	Representations concerning this decision should be made to the Executive Director Children, Young People and Learning via the officer contact by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Vince Clark Tel: 07402 338396
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Procurement of a Dynamic Purchasing System for Independent Alternative Provision for children with SEND
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The County Council has a statutory obligation to provide suitable education for all pupils including those who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; this is termed Alternative Provision

Currently the need for Alternative Provision is predominately for children with Special Educational Needs and Disabilities (SEND) and is commissioned on a case by case basis with Individual Placement Agreements (IPAs) ensuring that the provision meets the needs of the child/young person for each placement.

Whilst the County Council provides some of these services, the demand is such that a significant amount of provision has to be purchased from the external market and evaluation shows this is a trend expected to continue. In order to meet this demand, it is proposed to set up a Dynamic Purchasing System (DPS) to enable the efficient sourcing of Independent Alternative Provision services from qualified suppliers.

The Cabinet Member for Education and Skills will be asked to approve the commencement of a procurement to set up a DPS to enable the purchase of Independent Alternative Provision services for children with SEND.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added	16 October 2020
Month	November 2020
Consultation/ Representations	<p>Consultation with the market – current and potential providers Legal Finance Procurement</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>
Background Documents (via website)	None
Author	Helen Johns Tel: 07715 616560
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Extension of Dynamic Purchasing System for 16+ services
<p>In April 2016, the Cabinet Member for Children - Start of Life approved the commencement of a procurement process for providing accommodation for those young people aged 16+ who are looked after (decision reference CH01(16/17)). The services offer a leaving care/independent living service in preparation for living independently.</p> <p>The Cabinet Member delegated authority to the Executive Director to let the contract.</p>

The procurement resulted in the establishment of a Dynamic Purchasing System (DPS) to enable the purchase of the accommodation services. The DPS opened in April 2017 and ran for an initial term of 3 years to March 2020. The contract allows for an extension period of two years and it is proposed to exercise this option.

New applicants are currently waiting to join the DPS, which would increase the supply of services available to young people. Extending the DPS will also allow the Service time to consider options for recommissioning the services, including redesigning the service model.

The Executive Director of Children, Young People and Learning will be asked to reopen the DPS portal and to extend it for 2 years from the point of closure, to 31st March 2022.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	28 September 2020
Month	November 2020
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Executive Director of Children, Young People and Learning via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Original Cabinet Member Decision Report CH01(16/17)
Author	Shelly Dichello Tel: 033 022 24131
Contact	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.

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

Cabinet Member for Education and Skills

Expansion of Palatine Primary School, Worthing

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

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

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

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

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 April 2020
Month	December 2020
Consultation/ Representations	School, parents and local residents Parish and Borough Councils Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Contract Extension for the Provision of Primary Phase School Meals	
<p>The Councils main contract for the provision of Primary Phase school meals is delivered by Chartwells, who currently provide a service to a total of 194 schools. The contract was let on a 5-year term, commencing 31 July 2016, with the option for a period of up to 5 years extension. The meals provided through the contract include Free School Meals (FSM), Universal Infant Free School Meals (UIFSM), and parent paid Key Stage two (KS2) meals.</p> <p>The initial contract term ends 31 July 2021; taking up the extension will allow the County Council to continue building upon the contracts success including the nationally recognised Eat Right Stay Bright (ERSB) healthy food added value schools engagement programme.</p> <p>The Director of Education and Skills will be asked to approve the extension of the contract for up to a period of a further 5 years to 31 July 2026.</p>	
Decision by	Paul Wagstaff - Director of Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 November 2020
Month	January 2021

Consultation/ Representations	Schools Procurement Legal and Finance 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.
Background Documents (via website)	Cabinet Member decision ES01(15/16) to procure the contract
Author	John Figgins Tel: 033 02222814
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Contract Extension for the Provision of Primary Phase School Meals to seven schools in the Horsham area	
<p>The Council has a contract with the Easy Lunch Company for the provision of Primary Phase school meals to 7 schools in the Horsham area. The contract was let on a 4-year term, commencing 31 July 2017, with the option for a period of up to 5 years extension. The meals provided through the contract include Free School Meals (FSM), Universal Infant Free School Meals (UIFSM), and parent paid Key Stage two (KS2) meals.</p> <p>Easy Lunch offer these 7 schools a specialised Delivered in Hot food service (DIH) These schools do not have their own kitchens and therefore are not able to cook meals on site.</p> <p>The initial contract term ends 31 July 2021. Taking up the extension will allow the County Council to continue building upon the contracts success including increasing meal choices for the children and supporting schools with lunch provision.</p> <p>The Director of Education and Skills will be asked to approve the extension of the contract for up to a period of a further 5 years to 31 July 2026.</p>	
Decision by	Paul Wagstaff - Director of Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 November 2020
Month	January 2021
Consultation/ Representations	Schools Procurement Legal and Finance 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
Background	Cabinet Member Decision ES08(16/17) to procure the contract

Documents (via website)	
Author	John Figgins Tel: 033 02222814
Contact	Wendy Saunders Tel: 033 022 22553

A Prosperous Place

Executive Director Place Services

Endorsement Design Fees Burgess Hill Stations and Western Gateway Improvements	
<p>The Mid Sussex Growth Deal identifies a set of priorities for economic growth in Burgess Hill including the Burgess Hill Place and Connectivity Programme, comprising a package of projects aimed at creating safe, direct and attractive walking and cycling routes and high-quality public spaces to encourage people to choose to walk, cycle and use public transport, delivered in partnership with Mid Sussex District Council.</p> <p>In March 2019 the Leader approved the Burgess Hill Place and Connectivity Programme LDR09 (18.19) and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority is given to Executive Director of Place Services to progress the projects.</p> <p>Subsequent to completion of Preliminary Design and Public Engagement in June 2020, the Burgess Hill Stations and Western Gateway projects are to progress to detailed design with combined design and project management fees of £619k requiring a Key Decision.</p> <p>The Executive Director Place Services will be asked to agree the Detailed Design and Project Management fees of £619k for the Burgess Hill Stations and Western Gateway project using the current Burgess Hill Place and Connectivity Programme capital programme allocation.</p>	
Decision by	- Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	1 October 2020
Month	November 2020
Consultation/ Representations	<p>Burgess Hill Growth Board, Burgess Hill Members Steering Group, Burgess Hill Place and Connectivity Programme Public Engagement</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision will be taken.</p>
Background Documents (via website)	
Author	Paul Jackson-Cole Tel: 033 022 25445

Contact	Suzannah Hill tel. 033 022 22551
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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.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	22 July 2020
Month	November 2020
Consultation/ Representations	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.
Background Documents	None

(via website)	
Author	Andy Ekinsmyth Tel: 033 022 26687
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Highway Infrastructure Asset Management Strategy and Policy	
<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>	
Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	3 June 2020
Month	November 2020
Consultation/ Representations	<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>
Background Documents (via website)	None
Author	Rowan Sheppard Tel: 033 022 23627
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Review of the Integrated Parking Strategy	
<p>The County Council's Integrated Parking Strategy (IPS) was previously reviewed in 2014 and, in the context of recent changes in national, regional and local conditions, requires a further review.</p> <p>The revised IPS will cover the period to 2024 and will seek to ensure that the County Council's parking policies remain appropriate and effective at meeting the needs of local communities, its traffic management responsibilities and the wider policies and agenda.</p>	

The IPS will sit within and contribute towards the County Council's wider transport, economic, community, environment, and health strategies.

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

Cabinet Member for Highways and Infrastructure

Bus Gate Enforcement	
<p>The use of physical infrastructure to protect bus gates/routes has traditionally been employed in West Sussex but this has proven costly and unreliable</p> <p>Automatic number plate recognition enforcement cameras (ANPR) are routinely used by many local authorities as a more cost effective and reliable method of control than Bus Gates. The County Council does not currently exercise bus lane enforcement powers.</p> <p>The installation of ANPR cameras will be funded from Section 106 funds. The long term maintenance and replacement of equipment will be funded by the enforcement of the regulations.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to agree the introduction of the civil enforcement of bus lane contraventions in West Sussex using ANPR.</p>	
Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	16 September 2020
Month	November 2020

Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Jeff Elliot Tel: 033 022 25973
Contact	Judith Shore Tel: 033 022 26052

Executive Director Place Services

Award of Contract: Crawley Growth Programme Eastern Gateway Scheme	
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects.</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>	
Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	23 April 2020
Month	December 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854

Contact	Suzannah Hill Tel: 033 022 22551
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Executive Director Place Services

Award of Contract: Crawley Growth Programme Manor Royal Scheme	
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects. The Manor Royal Highways improvement scheme is comprised of two parts: Part 1- Manor Royal County Oak one-way scheme and London road junction improvements; Part 2 – provision of a Bus lane in the Manor Royal road.</p> <p>The Executive Director Place Services will be asked to award the construction phase of the contract and endorse the final/total budget allocation to the highways improvement scheme. The total budget will not exceed £3.308m (bus lane, highways and bus lane extension). The budget is from within the Crawley Growth Programme total allocations.</p>	
Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	23 April 2020
Month	December 2020
Consultation/ Representations	<p>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.</p> <p>Representation can be made via the officer contact prior to the month in which the decision is to be taken.</p>
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Award of Contract Partial Demolition Crawley County Buildings	
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment to progress the projects. Crawley County Buildings partial demolition is a key project within the growth programme.</p> <p>A full demolition was approved in July 2019. A change request was submitted March 2020 to reduce the full demolition to a partial demolition in order to mitigate costs associated with the abortive relocation of the Coroners Service into Bartons Primary School. A partial demolition of the County Buildings will</p>	

prepare the site for prospective developers.

The Executive Director Place Services will be asked to approve the award of contract to the preferred provider to deliver the demolition works.

Decision by	- Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	1 September 2020
Month	December 2020
Consultation/ Representations	Crawley Growth programme Growth board; Crawley OPE programme team; Current occupiers of Centenary House, Crawley. Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
Background Documents (via website)	none
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet Member for Highways and Infrastructure

Delivery of the Ash Dieback Action Plan - Procurement

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

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

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

A specialist contractor needs to be procured to deliver the tree removal and replanting programme. Additional officer resources are required to support programme delivery.

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

1. commence the procurement process and
2. delegate authority to the Director of Highways, Transport and Planning to enter into the contract and extend, if appropriate, in accordance with the County Council's Standing Orders on Procurement and Contracts.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	2 November 2020
Month	December 2020
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Michele Hulme Tel: 033 022 23880
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Highways and Transport Delivery Programmes 2021/22
<p>The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2021/22 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.</p> <p>The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2021/22 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve –</p> <ol style="list-style-type: none"> 1. The 2021/22 Local Highway Maintenance Block funded Delivery Programmes. 2. The 2021/22 Integrated Transport Block funded Delivery Programmes. 3. That the Highway and Transport Delivery Programme for 2021/22 is circulated to County Local Committee Members and other appropriate stakeholders and published on the West Sussex highways webpages for information. 4. That the Director of Highways, Transport and Planning has delegated authority to adjust the 2021/22 Highway and Transport Delivery Programme to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies, or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting. Also, that the timetable for confirmation of central government funding is currently unknown.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	2 November 2020
Month	December 2020
Consultation/ Representations	County Local Committees Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Award of Highways Improvement Contracts, Lots 4, 5 & 6	
<p>West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.</p> <p>In January 2019, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.</p> <p>In November 2019, the Director of Highways, Transport and Planning awarded five-year contracts for Lots 1, 2 and 3 (core services, drainage cleansing, hedge and grass maintenance)</p> <p>Lots 4, 5 and 6 (carriageways, footways and infrastructure works) are procured annually and a formal procurement process is underway for the delivery of highways improvements to be undertaken during the 2021-22 financial year.</p> <p>At the conclusion of the procurement process, the Director of Highways, Transport and Planning will be asked to award contracts to deliver the highways improvements.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan	A Prosperous Place

priority	
Date added	8 October 2020
Month	December 2020
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Contract award: A24 Robin Hood Roundabout Improvement	
<p>The West of Horsham highway infrastructure package includes four significant highway junction projects to support the delivery of the major housing and employment allocations to the east and west of the A24 as follows -</p> <ul style="list-style-type: none"> • A24 Farthings Hill roundabout (completed 2020) • A281 Newbridge roundabout (completed 2020) • A24 Great Daux roundabout (on hold) • A24 Robin Hood roundabout (see below) <p>In July 2020, the Cabinet Member for Highways and Infrastructure approved the commencement of the procurement process to secure a build contractor for the A24 Robin Hood scheme and delegated authority to the Director of Highways, Transport and Planning to appoint the build contractor.</p> <p>Following the conclusion of the procurement process the Director of Highways, Transport & Planning will be asked to approve the appointment of a contractor for the construction of the A24 Robin Hood Junction Improvement Works.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	22 October 2020
Month	February 2021
Consultation/ Representations	Local Members Horsham District Council Local Parish Councils (Warnham, Slinfold, Itchingford) Representations concerning this proposed decision can be made

	to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Stephen Reed Tel: 033 022 27328
Contact	Judith Shore Tel: 033 022 26052

A Strong, Safe and Sustainable Place

Cabinet Member for Economy and Corporate Resources

Procurement of an Occupational Health Contract	
<p>An occupational health service forms part of the Councils' overall people strategy ensuring that there are systems in place so that employees' health and wellbeing is well supported and managers can make informed decisions on the fitness of employees to work.</p> <p>The current contract for the provision of occupational health services, which started in October 2016, covers the corporate requirement and is also accessed by some schools and District and Borough councils in West Sussex.</p> <p>The contract is due to expire on 30 September 2021 and it is proposed that the Council commences a procurement process to identify and select a new provider from 01 October 2021 and beyond. The proposed contract length is 3yrs + 1yr + 1yr (total 5 years) with a total value of approximately £1.5m.</p>	
Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	26 October 2020
Month	November 2020
Consultation/ Representations	Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
Background Documents (via website)	
Author	Colin Chadwick Tel: 033 022 23283
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet Member for Environment

West Sussex Tree Plan

The trees of West Sussex are a valuable and essential element of the urban and rural landscape, contributing significantly to the character of the county, as well as providing other economic, social, and environmental benefits, all of which contribute to quality of life.

The County Council is responsible for established woodland and individual trees on its landholdings which includes highway land, school sites, country parks, tenanted land, residential homes and other properties such as offices.

Against a backdrop of changing national policy and legislation, the pressure for new housing and other development, emerging new pests and diseases, and the effects of climate change, the West Sussex Tree Plan will address how the County Council should undertake its statutory duties and responsibilities with regard to trees and how it should operate as a landowner.

The Plan will seek to ensure that the trees within the County Council's ownership are maintained, protected, and improved for current and future generations. It will also seek to influence how the wider tree resource within the county is managed and improved.

Although the focus of the Plan will be on delivery over the next five years, the strategic aims will provide a framework for the County Council over the medium and longer-term.

The Cabinet Member for Environment will be asked to approve the West Sussex Tree Plan.

Decision by	Cllr Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	21 September 2020
Month	November 2020
Consultation/ Representations	District & Borough Councils South Downs National Park Authority Sussex Wildlife Trust Woodland Trust Forestry Commission Sussex Nature Partnership Tree Council Large estates in West Sussex. Environment and Communities Scrutiny Committee, 25 November 2020 Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None

Author	Don Baker Tel: 033 022 26439
Contact	Judith Shore Tel: 033 022 26052

Interim Executive Director Adults and Health

New model of delivery for Community Mental Health social work for adults in West Sussex	
<p>Mental health social work services for adults in West Sussex are delivered through an agreement with Sussex Partnership Foundation Trust (SPFT). This includes the secondment of social workers employed by the Council to SPFT. Services are funded by a pooled budget with West Sussex Clinical Commissioning Group (CCG). The arrangements have been reviewed to ensure they are fit for purpose, local and national drivers, duties and plans. The partners have developed a new operating model for the service to be delivered by the Council replacing the current arrangement but ensuring robust and effective joint working. Proposals include new processes and new workforce structures to create a single unit within the Council for working age and older people's social care teams.</p> <p>The Interim Executive Director will be asked to approve a new model for the Community Mental Health social work service with a phased implementation from January 2021 and with minimal impact on those accessing services.</p>	
Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	A Safe, Strong and Sustainable Place
Date added	4 September 2020
Month	November 2020
Consultation/ Representations	<p>Sussex Partnership Foundation Trust and the West Sussex Clinical Commissioning Group have worked in partnership with the Council to develop the proposals. Internal consultation has taken place with Finance, HR and Legal services and the Adults and Health Leadership Team as well as the 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>
Background Documents (via website)	None
Author	Alison Nuttall Tel: 033 022 25936
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Supported Living Contracts Extension

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.

The council currently commissions supported living services from two framework agreements; 1. Supported Living and Family Support Services for adults with learning disabilities and disabled children and young people and 2. Provision of Community Based Mental Health Support Services. Contracts are with circa 86 Providers and are due to end March 2021.

The Cabinet Member agreed to the procurement of a new single Supported Living Framework in August 2020 ([AH08 20/21](#)). This procurement timetable has been impacted by the Covid-19 pandemic, particularly for the Supported Living Provider Market, where the Council acknowledges additional challenges as a result of responding to a Covid-19 second wave, winter pressures and the national roll out of testing for supported living services in October/November.

Authorisation is sought to extend the current contract arrangements for 4 months until 31st July 2021, under the existing contractual terms and delay the publication of the tender until January 2021. A revised procurement timetable will enable the Council to offer an extended time for bidders to respond and offer support to the market at this difficult time.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	12 October 2020
Month	November 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Lisa Loveman Tel: 033 022 23430
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Extension of contracts for the provision of Specialist Health Services for people with learning disabilities and autism in West Sussex

West Sussex County Council is the lead commissioner for the Learning Disability Pooled Budget and currently contracts for specialist health provisions for adults with LD and

autism. The providers of the services are Sussex Partnership Foundation NHS Trust (SPFT) and Sussex Community Foundation Trust (SCFT).

The combined value of the two contracts is £3,805,017 per annum. The contracts were let on a 3 year term, commencing 1st July 2018. The original OJEU notice and contract contain the option to extend for a further period of up to 4 years.

A decision is required to invoke the provision under clause 2.4 of the contracts between WSCC and SPFT and SCFT, to apply an extension for a period of four years until 30.6.2025, following the expiry of the initial 3 years of the current contract on 30.6.2021. The total contract value over the recommended four year extension period is therefore £15, 220, 068.

Taking up the full four year extension will allow the County Council and its health partners to:

- Work to deliver the service developments and improvements as identified
- Maximise opportunities to share best practice and achieve scale and partnership efficiencies, by continuing to work with the current providers that deliver services across Sussex and who work strategically with key system partners such as Sussex CCG's, the Sussex Health and Care Partnership and NHSE.
- Make best use of resources, including WSCC staff resources (in particular commissioning and contracting staff) that are temporarily diverted to manage the additional pressures and challenges presented by Covid 19

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	22 October 2020
Month	December 2020
Consultation/ Representations	Representations concerning this decision should be made to the Executive Director Adults and Health (DASS) via the officer contact by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Philip Pragnell Tel: 0330 022 25855
Contact	Erica Keegan Tel: 0330 022 26050

Independence in Later Life

Interim Executive Director Adults and Health

Care and Support at Home Framework Extension
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 ([Report AH11 19/20](#)) 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.

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.

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.

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.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	November 2020
Consultation/ Representations	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
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Residential Care and Support Services Block Contracts Procurement

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.

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.

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.

Decision by	Cllr A Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	November 2020
Consultation/ Representations	Interim Executive Director Adults and Health Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Public Health Social Support Services for Older People

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 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.

Decision by	Cllr A Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	6 August 2020
Month	November 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Nikki Lewis Tel: 0330 022 26067
Contact	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.	
Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	November 2020
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Interim Executive Director Adults and Health

Health and Social Care Seasonal Pressures - Contract Award	
<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>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.</p> <p>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.</p>	
Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life

Date added	26 August 2020
Month	November 2020
Consultation/ Representations	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
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Interim Executive Director Adults and Health

Award of Extra Care Housing Contracts	
<p>Following the decision (Report Ref: AH03 20/21) to approve the commencement of a procurement for care provision for two new extra care schemes at Monaveen and Lingfield Lodge and to delegate authority for the award of contract and any subsequent awards within the agreed Dynamic Purchasing System (DPS) Framework to the Executive Director of Adults and Health, the Executive Director Adults and Health is requested to award the care contracts for Lingfield Lodge Extra Care Housing Scheme (anticipated start date April 2021) and Monaveen Extra Care Housing Scheme (anticipated start date March 2021). These contracts will have a fixed end date of 30 September 2025. The start dates are anticipated as these schemes are currently being built.</p>	
Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	22 October 2020
Month	November 2020
Consultation/ Representations	<p>Consultation with stakeholders across the council, Arun District Council, Mid Sussex District Council, Housing 21 and Eldon Housing association.</p> <p>Representations concerning this proposed decision can be made to the 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>

Background Documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Financial Support to the Care Sector - Infection Control Grant, Round 2, 20% Allocation

On 17th September 2020 the government announced a second support package for adult social care providers backed by a further £546m [infection control fund](#). The specified purpose of the grant is to provide continued support to adult social care providers, including those with whom the Council does not have a contract, to reduce the rate of COVID-19 transmission in and between care homes and support wider workforce resilience to enable improved infection control. The West Sussex allocation of this money is £10.958m. The expectation from government is that 80% of the money be passported directly to registered care home providers and other CQC regulated community care providers.

The Interim Executive Director Adults and Health has made the decision ([Report Ref: OKD40 20/21](#)) that 80% of the Infection Control Grant Funding be paid to care home and other CQC regulated community care providers, in line with Government Guidance, subject to the government grant conditions, and the providers' acceptance of the terms and conditions of the Council's grant agreement with them.

The allocation of the remaining 20% of the Infection Control Funding is now subject to a further decision by the Interim Executive Director of Adults and Health, to support the care sector, in the county, to put in place other COVID infection control measures, based on the Council's discretion and made subject to appropriate grant conditions. The purpose of this report is to recommend how the remaining 20% balance should be distributed.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	2 November 2020
Month	November 2020
Consultation/ Representations	Representations, on this decision, can be made to the Interim Executive Director Adults and Health during the month the decision is due to be taken, via the officer contact.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 0330 022 26050

A Council that works for the Community

Cabinet Member for Finance, Leader

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

Cabinet Member for Finance

Property Review (Rolling Entry)	
<p>The County Council's Future West Sussex Plan set out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy. An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.</p>	
Decision by	Cllr Hunt - Cabinet Member for Finance
West Sussex Plan priority	A Council that works for the Community
Date added	1 December 2007
Month	Between April 2020 and March 2021
Consultation/	

Representations	Representations can be made via the officer contact.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill: Tel. 030022 22551

Director of Finance and Support Services

Award: Agency Workers Recruitment Contract	
The Director of Finance and Support Services will be asked to award the Agency Workers Recruitment contract of three years with the option to extend for a further one-year period, up to a maximum contract period of four years, commencing in April 2021.	
Decision by	CLlr Lanzer - Director of Finance and Support Services
West Sussex Plan priority	A Council that Works for the Community
Date added	1 September 2020
Month	November 2020
Consultation/ Representations	Stakeholders across the Council and a market engagement event to incorporate market expertise into the procurement. Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lindsey Hannant Tel: 033 022 22435
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Economy and Corporate Resources

Procurement: Concession Contract SmartHubs Work Package 8	
The SmartHubs Work Package 8 project forms part of the Innovate UK funded SmartHubs programme which will be delivered by a consortium and provide a range of energy solutions across West Sussex.	
The objective of SmartHubs work package 8 is to deliver 250 domestic solar PV & battery systems (e.g. for social housing), 100 light commercial solar PV & battery systems (e.g. for the Council, schools and potentially other public sector buildings) and 250 EV charge points across West Sussex. There will be no capital cost to the Council to deliver this project. The Council anticipates financial benefit from reduced electricity costs in the corporate estate.	

The Cabinet Member will be asked to endorse the procurement of a concession contract for a maximum 25-year period with a suitable provider and to delegate authority to the Director of Environment and Public Protection to award the contract and to agree lease terms with the successful provider allowing them access to County Council assets for the duration of the contract term.

Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that works for the Community
Date added	16 October 2020
Month	November 2020
Consultation/ Representations	Innovate UK manage the grant allocation and Connected Energy lead on the programme. Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken
Background Documents (via website)	none
Author	Steve Read Tel: 033 022 22654
Contact	Suzannah Hill 033 022 22551

Cabinet

Endorsement: West Sussex County Council Economy Reset Plan 2020-2024

The County Council's [Economic Growth Plan 2018-2023](#) sets out the Council's priorities and opportunities for economic growth in West Sussex. Work has progressed over the past two years and positive outcomes have been achieved. With the emergence of COVID-19 it has been agreed to `reset` the Economic Growth Plan to provide the framework for the Council's response to the impact of the pandemic on the economy, businesses and residents. The economy reset will also inform the County Council's Corporate Plan Reset in due course. The Reset Plan will be delivered within existing budget allocations for the economy.

Cabinet will be asked to endorse an update of the West Sussex Economic Growth Plan 2018-2023 as the `Economy Reset Plan 2020 - 2024`.

Decision by	Cllr N Jupp, Cllr Marshall, Cllr Russell, Cllr Urquhart, Cllr Lanzer, Cllr A Jupp, Cllr Hunt, Cllr Crow - Cabinet
West Sussex Plan priority	A Council that Works for the Community
Date added	16 October 2020
Month	November 2020
Consultation/	Partner engagement August 2020.

Representations	Performance and Finance Scrutiny Committee September 2020. Representation can be made in the month prior to that in which the decision is to be taken.
Background Documents (via website)	none
Author	Carolyn Carr Tel: 033 022 23836
Contact	Suzannah Hill 033 022 22551

Cabinet

West Sussex Plan Re-set	
<p>Cabinet will be asked to recommend the approval of the new West Sussex Plan by the County Council in December 2020. The Plan will re-set the County Council's priorities and outcomes for the year from April 2021.</p> <p>The Plan will build on the framework approved by the County Council in July 2020 which identified the main priorities around which the plan will be built and the principles which will drive its development. It will capture existing activities of the County Council and those delivered with its partners as well as identifying those ambitions and outcomes which will be new. It will map the timetable for delivering these activities and describe the measures on which to judge the County Council's performance in achieving them. It will show how the activities are to be funded and managed within budgetary requirements whilst striving to deliver outcomes that are ambitious, realistic and achievable, particularly within the context of continued uncertainty, challenges and pressures associated with the local and national impact of the global pandemic.</p>	
Decision by	Cllr Urquhart, Cllr Russell, Cllr N Jupp, Cllr Marshall, Cllr Elkins, Cllr Crow, Cllr Lanzer, Cllr A Jupp, Cllr Hunt - Cabinet
West Sussex Plan priority	A council that works for the community
Date added	8 October 2020
Month	November 2020
Consultation/ Representations	<p>All Members at a member day All partners All staff through workshops.</p> <p>Representations concerning this proposed decision can be made to the Cabinet via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None

Author	Becky Shaw
Contact	Natalie Jones-Punch Tel: 033 022 25098

Cabinet Member for Economy and Corporate Resources

Procurement: Construction Framework Arrangement	
<p>The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate, a construction framework arrangement is required to deliver work around and within the County Council buildings. This will include repairs and refurbishment as well as new build requirements where needed. It will enable the County Council to place works orders with a variety of qualified contractors to deliver works that fall outside of the current maintenance contract.</p> <p>The anticipated spend through the new Framework is approximately £48m over a maximum term of 4 years. The value of the Framework is greater than £4,733,252 ex VAT so, in order to comply with the requirements of EU/UK law (the Public Contract Regulations 2015) and the County Council's Standing Orders on Procurement and Contracts, an OJEU procurement must be run to establish a new Framework Agreement.</p> <p>The Cabinet Member will be asked to agree to the commencement of a procurement process to begin in 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.</p>	
Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that works for the Community
Date added	24 January 2020
Month	December 2020
Consultation/ Representations	<p>Internal and external stakeholders, the incumbent supplier and market suppliers.</p> <p>Representation concerning this proposed decision can be made via the officer contact prior to the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Stephen Allan Tel: 033 022 25192
Contact	Suzannah Hill Tel: 033 022 22551