

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: 25 February 2021

Forward Plan Summary

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

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Best Start in Life

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	February 2021
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

Procurement of a Dynamic Purchasing System for Independent Alternative Provision for children with SEND

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	February 2021
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

Award of a contract for the provision of 24-hour wraparound support for short-term/emergency supported accommodation for children looked after
<p>The Council has a statutory duty to safeguard children and young people under the Children Act and to ensure sufficient and appropriate accommodation for looked after children.</p> <p>A contract is required to provide 24-hour care packages to support children and young people with significant and complex needs. These packages must be put in place very</p>

quickly because of the urgency of each situation. These children are in acute distress and require highly specialist care and support from experienced and trained staff. It is also essential that these children are accommodated in placements based within West Sussex to ensure the right wraparound support services can be provided, in particular services to support social, mental and emotional health and wellbeing, and that the care plan can be effectively managed by Council social care teams.

Due to the limited market of providers able to offer this type of care package, a contract will be sought through a single tender process.

The Executive Director of Children, Young People and Learning will be asked to award a contract for the provision of 24-hour wraparound support for short-term/emergency supported accommodation for looked after children.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	February 2021
Consultation/ Representations	Representations concerning this proposed decision can 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	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Contract Extension for the Provision of Primary Phase School Meals

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.

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.

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.

Decision by	Paul Wagstaff - Director of Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 November 2020
Month	February 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	February 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 ES08(16/17) to procure the contract
Author	John Figgins Tel: 033 02222814
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Change of status for Forest Boys' School, Horsham - Capital Funding for Delivery of Phase One Works	
<p>In October 2020, following a public consultation, the proposal to alter Forest Boys' School, Horsham to a co-educational school from September 2021 entry was confirmed (Decision Reference ES08(20/21)).</p> <p>The County Council's Multi-Disciplinary Consultant (MDC) were appointed to undertake a study of the site and accommodation to identify the capital investment required to enable the school to welcome girls in September 2021. The design work is ongoing and 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 first phase of the project to proceed.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	February 2021
Consultation/ Representations	<p>School Governing Body Cabinet Member for Finance</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)	Cabinet Member Decision Report ES08(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Oak Grove College, 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.

Following a review of current numbers on roll, projected needs and the existing accommodation at Oak Grove College in Worthing the need for additional accommodation has been identified, to enable an increase in planned places from 256 in September 2020 to 271 in September 2021. The school caters for a wide range of Special Educational Needs and Disability for pupils aged between 11 and 19, including children with moderate and severe learning difficulties, complex social and communication difficulties and profound and multiple learning difficulties.

The additional physical space created through this work will enable Oak Grove College to accommodate the most complex young people with SEND transferring from neighbouring special schools. Whilst numbers transferring this year are high the profile of need is also complex requiring additional adult support to meet needs.

The feasibility work for the project to accommodate the pupils has been commissioned. 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	17 December 2020
Month	February 2021
Consultation/ Representations	Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex from September 2022

The County Council has a statutory duty to set the School admission arrangements for Community and Voluntary Controlled schools in West Sussex and to publish a National scheme of coordination for all schools. The scheme of coordination is in place to ensure that in instances where parents put schools located in two different local authority areas on the preference list of their admission application, appropriate arrangements between the authorities exist to ensure that parents receive only one offer of a school place.

A number of changes are proposed to the current admission arrangements for schools in the Chichester, Horsham and Mid Sussex areas and a public consultation will be carried out during December 2020 and January 2021 to seek views on the proposed changes.

Following assessment of the outcome of the consultation the Cabinet Member for Education and Skills will be asked to endorse the proposed admission arrangements for community and voluntary controlled schools in West Sussex and the changes on behalf of the academy trust for Portfield Academy, Chichester, for the academic year commencing September 2022 and approve the coordinated scheme of admissions.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	4 December 2020
Month	February 2021
Consultation/ Representations	<p>Parents School staff and governors Own admission authority schools Diocesan Authorities Neighbouring Local Authorities. District and Borough Councils Parish Councils</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)	Consultation Document
Author	Ellie Evans Tel: 033022023582
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Modifications to the West Sussex County Council Foster Care Allowances

Since 2017 work has been ongoing to increase the number of in-house foster carers with significant improvements made in the recruitment process, bringing improved practice and efficiencies that have brought the service more in line with the external market, including reducing the time from assessments to approval. Despite significant changes and an increase in the approval of new foster carers in the last two years, it is recognised that further work is required to improve the recruitment and retention of

foster carers and to help ensure stability of local placements and quality of care for our children. The current scheme of allowances and wider support offer will therefore be reviewed in a phased approach.

Phase 1 - the initial proposal is to carry out some minor modifications to introduce a simplified and competitive scheme of fees and allowances for in-house foster carers, to go live in April 2021.

Phase 2 – across 2021 a full service review will be completed, this will include more detailed work to assess other potential adjustments to the fees and allowance scheme as well as the support package provided to our foster carers, the outcome of which will be the subject of a separate key decision process.

The Executive Director of Children’s, Young People and Learning will be asked to approve the phase 1 modifications to the existing foster care allowance scheme.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	4 January 2021
Month	February 2021
Consultation/ Representations	United Foster Carers Association (West Sussex) Representations concerning this proposed decision can 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	Jo Collins Tel: 033 022 22153
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Recommissioning of accommodation services for young people aged 16+
<p>In December 2020, the Executive Director of Children, Young People and Learning approved the reopening of the Dynamic Purchasing System (DPS) portal for accommodation services for young people aged 16 years and over and the extension of the DPS for 2 years from the point of closure, to 31st March 2022 (decision reference OKD44(20/21)). These services offer a leaving care/independent living service for young people in preparation for living independently.</p> <p>The extension of the existing DPS will allow time for the re-procurement of these services, the aim of which will be to develop a new supported living model for young people aged 16+ which supports the delivery of strategic commissioning aims and objectives, namely;</p>

- To support the transition of young people to live independently,
- To provide a pathway for local affordable social housing,
- To align with the guidance issued by the Ministry for Housing, Communities and Local Government, and
- To support the West Sussex Local Offer for Care Leavers

It is proposed to set up a Framework Agreement to enable the purchase of supported accommodation for young people aged 16+ to continue via new contracts commencing in April 2022 once the DPS expires.

The Cabinet Member for Children and Young People will be asked to approve the commencement of a procurement to set up a Framework Agreement for supported accommodation services for those aged 16+ and to delegate authority to the Executive Director of Children, Young People and Learning to implement the Framework at the conclusion of the procurement process.

Decision by	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	14 January 2021
Month	February 2021
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Officer Key Decision OKD44(20/21)
Author	Shelly Dichello Tel: 033 022 24131
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Replacement All Weather Pitch at Tanbridge House School, Horsham
<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>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.</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 replace the All Weather Pitch at Tanbridge House School, thereby ensuring ongoing sports provision to</p>

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	March 2021
Consultation/ Representations	School Parents and local residents Parish and District Councils Cabinet Member for Finance 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	
<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 (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.</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>	
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	March 2021
Consultation/	School

Representations	Parents and local residents Parish and District Councils Cabinet Member for Finance 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

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	March 2021
Consultation/ Representations	School Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for the expansion of Palatine Primary School

Palatine Primary School in Worthing caters for a wide range of Special Educational Needs for children aged between 2 and 11 with moderate, severe or profound learning needs.

Following a review of existing and projected numbers on roll, the need for capital investment in the school has been identified to meet an increase in pupils from 153 to 177. As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to provide additional accommodation at Palatine Primary School. The Cabinet Member will also be asked to delegate authority to the Director of Property and Assets to award the contract for the expansion project.

Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the expansion of Palatine Primary School.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	4 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Director of Property and Assets, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Paul Hemming Tel: 033 022 23519
Contact	Wendy Saunders - Tel: 033 022 22553

Director of Property and Assets

Award of contract for construction of an All Weather Pitch at The Forest School, Horsham

In July 2020 the Cabinet Member for Education and Skills approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School (Decision reference [ES02\(20/21\)](#)). In order to mitigate the impact of the loss of the playing field an All Weather Pitch will be constructed at The Forest School.

The All-Weather pitch will enable pupils to undertake outside sport activities all year round whilst also providing the school the ability to generate additional income through letting.

As part of a separate key decision process 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. The Cabinet Member will also be asked to delegate authority to the Director of property and Assets to award the contract for the project.

Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the proposed project at The Forest School.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	11 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Director of Property and Assets, via the contact officer, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for Delivery of Phase 1 works - Change of status of The Forest Boys' School, Horsham

The Forest School, Horsham, is currently a single-sex boys' school. In October 2020, following a public consultation, the proposal to alter The Forest School to become a co-educational school from September 2021 entry was confirmed ([Decision Reference ES08\(20/21\)](#)). Capital investment will be required to enable the necessary building adjustments to take place so that girls can attend the school.

As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding to enable the first phase of the project to enable the school to welcome girls to proceed. The Cabinet Member will also be asked to delegate authority to the Director of property and Assets to award the contract for the first phase of the project.

Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the proposed project at The Forest School.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	11 January 2021
Month	March 2021
Consultation/ Representations	Legal Finance Procurement Representations concerning this proposed decision can be made to the Director of Property and Assets, via the contact officer, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision Report
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for installation of Modular Teaching Unit at Oak Grove College, Worthing	
<p>Oak Grove College in Worthing caters for wide range of Special Education Needs, for children aged between 11 and 19. Following a review of current numbers on roll, projected needs and the existing accommodation at Oak Grove College in Worthing the need for the provision of 4 additional classrooms has been identified, to enable an increase in planned places from 256 in September 2020 to 271 in September 2021.</p> <p>As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding to provide additional accommodation at Oak Grove College. The Cabinet Member will also be asked to delegate authority to the Director of Property and Assets to award the contract for the expansion project.</p> <p>Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the expansion of Oak Grove College.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	26 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal

	Finance Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Change of status for St Andrew's CE High School, Worthing - Capital Funding for Delivery of Phase One Works	
<p>St Andrew's CE High School in Worthing is currently a single-sex boys' school. In October 2020, following a public consultation, the proposal to alter St Andrew's CE High School, Worthing to a co-educational school from September 2021 entry was confirmed (Decision Reference ES08(20/21)).</p> <p>The County Council's Multi-Disciplinary Consultant (MDC) were appointed to undertake a study of the site and accommodation to identify the capital investment required to enable the school to welcome girls in September 2021. The design work is ongoing and 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 first phase of the project to proceed.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added	26 January 2021
Month	March 2021
Consultation/ Representations	<p>School Parents and Carers Cabinet Member for Finance</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)	Cabinet Member Decision ES08(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Change of status for St Andrew's CE High School, Worthing - Award of Contract for Delivery of Phase One Works

St Andrew's CE High School in Worthing is currently a single-sex boys' school. In October 2020, following a public consultation, the proposal to alter St Andrew's High School, Worthing to a co-educational school from September 2021 entry was confirmed (Decision Reference [ES08\(20/21\)](#)).

Capital investment will be required to enable the necessary building adjustments to take place so that girls can attend the school.

As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding to enable the first phase of the project to enable the school to accommodate girls to proceed. The Cabinet Member will also be asked to delegate authority to the Director of Property and Assets to award the contract for the first phase of the works.

Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the first phase of the works at St Andrew's CE High School.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	28 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance 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)	Cabinet Member Decision ES08 (20/21)
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Remodelling of Orchard House children's home

A strategy for the Residential Service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference [CYP03\(19/20\)](#)) which set out the proposals to maintain the current residential estate and seek to specialise in the care and support that is delivered. As part of this decision, the Cabinet Member also endorsed the implementation plan and the proposals for the investment required to deliver the strategy.

Phase 1 of the strategy implementation focussed on the work to reopen the three closed homes within the service; Cissbury Lodge, May House and Seaside. Phase 2 will now focus on the improvements required to support the delivery of care and support for children and young people in the three open homes; Teasel Close, High Trees and Orchard House.

Orchard House children's home caters for residential placements and short breaks for children with disabilities, with capacity for up to 16 children at one time. It is currently graded as 'outstanding' by Ofsted. Remodelling and refurbishment works are required to resolve critical issues with the site, modernise the home and improve the facilities for those children resident at the home and those who undertake short breaks there.

The Cabinet Member for Children and Young People will be asked to approve the allocation of funding from the Capital Programme required to deliver the works to Orchard House and the commencement of two procurement processes to appoint contractors to;

- Undertake the remodelling of the main site at Orchard House, incorporating the main building, lodge and grounds, and
- Undertake the remodelling of its supervised contact space

Approval will also be sought to delegate authority to the Executive Director Children, Young People and Learning to award the contracts.

Decision by	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	2 February 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance Property and Assets Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision Report CYP03(19/20)
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Procurement of Alternative Provision for Key Stage 4 Learners
The County Council currently commission Chichester College Group and Greater Brighton

Metropolitan College to deliver education provision for Learners aged 14-16 whose needs are deemed better met by a more vocational curriculum. Both of these contracts were awarded in September 2020 and expire in August 2021([decision reference OKD30\(20/21\)](#) refers).

Building on the success to date of this education provision in delivering improved outcomes for these learners, the County Council wish to ensure these services continue post August 2021. Therefore it is proposed to launch a procurement to seek providers able to deliver a vocational curriculum for 14-16 year olds.

The Cabinet Member for Education and Skills will be asked to approve the commencement of a procurement process for the delivery of Alternative Provision for Key Stage 4 Learners.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	23 February 2021
Month	March 2021
Consultation/ Representations	Further Education Colleges Procurement Legal Finance 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)	Officer Key Decision OKD30(20/21)
Author	Ellie Evans Tel: 033022023582
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery

There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.

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 [CAB03\(19/20\)](#)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including Edward Bryant Primary School ([Decision reference ES09\(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at Edward Bryant Primary School in Bognor Regis.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at Edward Bryant Primary School to proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 February 2021
Month	May 2021
Consultation/ Representations	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)	Cabinet Member Decision ES09(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery

There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.

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 [CAB03\(19/20\)](#)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including Felpham Community College ([Decision reference ES09\(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at Felpham Community College in Bognor Regis.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at Felpham Community College to proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
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West Sussex Plan priority	Best Start in Life
Date added	1 February 2021
Month	May 2021
Consultation/ Representations	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)	Cabinet Member Decision ES09(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding	
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This 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 CAB03(19/20)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including St Margaret's CE Primary School (Decision reference ES09(20/21))</p> <p>Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at St Margaret's CE Primary School.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at St Margaret's CE Primary School to proceed.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	May 2021
Consultation/ Representations	Cabinet Member for Finance 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)	Cabinet Member Decision ES09(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding	
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This 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 CAB03(19/20)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including West Park Primary School (Decision reference ES09 (20/21))</p> <p>Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at West Park Primary School in Worthing.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at West Park Primary School proceed.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	May 2021
Consultation/ Representations	<p>Cabinet Member for Finance</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)	Cabinet Member Decision ES09(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

A Prosperous Place

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	February 2021
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

Cabinet Member for Highways and Infrastructure

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

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	February 2021
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

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

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	19 February 2020
Month	February 2021
Consultation/ Representations	All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

West Sussex County Council Vehicle Removal Policy
<p>As part of the implementation of Civil Parking Enforcement (CPE), the County Council has previously requested from the Department for Transport the powers to remove, store and dispose of vehicles in contravention of parking restrictions and, although granted, it was agreed that the use of these powers would be subject to further approval from the Cabinet Member for Highways and Infrastructure.</p> <p>With CPE now more established and generally accepted in West Sussex, it is considered that vehicle removal could be a more appropriate tool for vehicles parked in contravention. It is considered appropriate to enact those powers as well as seek DVLA approval to devolve powers to the County Council to take enforcement action against individuals with untaxed vehicles.</p> <p>A Vehicle Removal Policy would concern vehicles parked in contravention in the following circumstances:</p> <ul style="list-style-type: none"> • Persistent evader vehicles found parked in contravention • Fraudulent use of disabled persons parking blue badges or an article that purports to be a disabled blue badge • Parked using a fraudulent on-street parking permit, voucher or pay and display parking ticket, inclusive of cashless parking sessions and virtual permits. • Parked in a manner that causes serious obstruction to emergency services and other road users • Abandoned and Untaxed Vehicles <p>The Cabinet Member for Highways and Infrastructure will be asked to approve a Vehicle Removal Policy for West Sussex and seek DVLA approval to take enforcement action against individuals with untaxed vehicles.</p>

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	1 December 2020
Month	February 2021
Consultation/ Representations	District and Borough Councils Sussex Police 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

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 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 Director Place Services will be asked to award the construction phase of the contract.</p>	
Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	23 April 2020
Month	March 2021
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

Executive Director Place Services

Award of Contract: Joint Venture Partnership for County Council Property Development	
<p>The Executive Director Officer for Place Services will be recommended to confirm that the County Council enters into a Joint Venture Partnership Agreement with the successful bidder in the procurement process undertaken following decision FR05 19-20 28/06/2019 (effective from 10/07/2019) Procurement - Property Development Enterprise to work in partnership with the County Council.</p> <p>The successful bidder is to provide property development resources and services in order to bring forward for development the identified areas of land in which the Council has an interest, subject to assessment of commercial viability and value in accordance with the Partnership Agreement. The contract term and start date will be confirmed in the report as will the approach to and mechanisms for decisions of the partnership and joint venture arrangements which were part of the procurement process.</p>	
Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	14 January 2021
Month	March 2021
Consultation/ Representations	Performance and Finance Scrutiny Committee 11 March 2021 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	Malcolm Mayo Tel: 033022 23031
Contact	Suzannah Hill Tel: 033022 22551

Executive Director Place Services

Budget Increase: Crawley Growth Programme Eastern Gateway Scheme	
<p>The 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</p>	

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.

Design fees were allocated to each Crawley growth programme project. A design budget increase is required of £800k from within the Eastern gateway allocation of £8.35m. The eastern gateway allocation of £8.35m remains unchanged but the increase in design budget is required to:

- Undertake further redesign works, accommodate the new town hall schemes interface (Estimated design fee and project management cost are £380k).
- Complete liaison work with the utility providers.

The Executive Director Place Services will be asked, prior to the award of the construction contract, to increase the Design Budget.

Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	15 February 2021
Month	March 2021
Consultation/ Representations	Crawley Growth Board Representation can be made in the month before that in which the decision is due to be taken.
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel. 033 022 22551

Executive Director Place Services

Burgess Hill Place and Connectivity Programme A2300 Improvements: Endorsement Additional Improvements and Allocation of Funding
<p>In March 2019 a Leader Decision approved the Burgess Hill Place and Connectivity Programme (LDR09 18.19), funding allocation, delivery mechanism and governance for projects to be progressed by the County Council, allowing delegated authority to the Executive Director of Place Services to progress the projects subject to business case.</p> <p>A business case has been drawn up for pedestrian, cycle and Public Rights of Way improvements within the A2300 corridor additional to those being delivered through the existing A2300 Corridor Improvements Scheme. The additional routes will provide improved access to existing and proposed employment areas, the Northern Arc and the wider Public Rights of Way network.</p> <p>The Executive Director Place Services will be asked to support the additional pedestrian,</p>

cycle and Public Rights of Way Improvements within the A2300 corridor and agree the allocation of £2.1m of Burgess Hill Place and Connectivity Programme Local Government Funding grant for the delivery of the improvements.	
Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	25 February 2021
Month	March 2021
Consultation/ Representations	Burgess Hill Growth Board; Cabinet Member for Economy and Corporate Resources; Cabinet Member for Highways and Infrastructure; Cabinet Member for Environment and local members. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Paul Jackson-Cole Tel: 033 022 25445
Contact	Suzannah Hill Tel: 033 022 22551

A Strong, Safe and Sustainable Place

Cabinet Member for Environment

Halewick Lane Battery Storage Project	
<p>A previous decision about Halewick Lane approved the capital allocation of £11.6M for the development of a 20MW battery storage system owned and operated by the County Council.</p> <p>It is now recommended that the project is revised and that a 12MW system is owned and operated by the County Council and a further 12MW leased to a third party.</p> <p>The Cabinet Member for Environment will be asked to -</p> <ul style="list-style-type: none"> • approve the changes to the Halewick Lane Battery Storage scheme and delegate authority to the Director of Environment and Public Protection to procure and let the grid connection cabling contract; and • agree the principle of leasing a 12MW site to a third party and delegate authority to the Director of Property and Assets to conclude all lease terms, in consultation with the Cabinet Member for Finance. 	
Decision by	Cllr Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place

Date added	23 December 2020
Month	February 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Tom Coates Tel: 033 022 26458
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment

Soft Sand Review: adoption of changes to the West Sussex Joint Minerals Local Plan	
<p>The County Council, in partnership with the South Downs National Park Authority, is required to undertake a Soft Sand Review (SSR) of the West Sussex Joint Minerals Local Plan (JMLP), which is part of the statutory 'development plan' for West Sussex. The SSR considers the need for soft sand during the plan period (to 2033) and identifies changes to the JMLP to meet this demand, including the need for new site allocations.</p> <p>Informal public consultation on issues and options took place in January–March 2019 (under Regulation 18) followed by a formal period for representations on proposed changes to the JMLP in January–March 2020 (under Regulation 19). In April 2020, the draft was submitted to the Secretary of State for independent examination, for which hearing sessions took place in August 2020.</p> <p>Following the hearings, the Government-appointed Inspector indicated that the submitted changes needed to be modified. Consultation on Proposed Modifications took place during November–January 2021. The Inspector will consider the Proposed Modifications and the representations made on them. He will then report whether the submitted changes (as modified) are 'sound' and suitable for adoption.</p> <p>If found 'sound', the Cabinet Member for Environment will be asked to recommend to County Council on 19 March 2021 that the submitted changes (as modified) be adopted (as formal changes to the JMLP) and become part of the statutory 'development plan' for West Sussex.</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment
West Sussex Plan priority	Safe, Strong and Sustainable Place
Date added	11 January 2021
Month	February 2021
Consultation/	Public consultation has taken place

Representations	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	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Interim Director of Public Health

Accommodation Based Support for Alcohol/Drug Recovery Award of Contract	
<p>In accordance with Key Decision AH10 19/20 on 3 February 2020, a procurement exercise is being undertaken to replace the contracts for two Accommodation Based Support for Alcohol/Drug Recovery Services which expire on 30 September 2021 and contribute to the wider Prevention Strategy of West Sussex County Council, looking to support individuals with alcohol related difficulties earlier in their drinking history, and to prevent escalation of substance use related problems. An expected benefit will be an increase in local access to community settings for alcohol assisted withdrawal programmes.</p> <p>Objectives of the service are:</p> <ul style="list-style-type: none"> • To maintain substance misuse recovery, and sustainable independent living • Reduction in drug and alcohol related harm. Contributes to Public Health Outcome Framework indicators • Improvement in the stability of people's accommodation • Improvement in physical and mental health and wellbeing • Improvement in social, family and community networks • Increased engagement with education, training, volunteering and employment • Reduction in offending and anti-social behaviour <p>The Interim Director of Public Health will be asked to award the contract to the successful bidder in March 2021 to start on 1st October 2021. The contract will have an initial term of 4 years with an option to extend for a further 2 years.</p>	
Decision by	Tony Hill - Interim Director of Public Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	1 February 2021
Month	March 2021
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background	None

Documents (via website)	
Author	Moira Jones Tel: 033 022 28694
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

Household Waste Recycling Sites - vehicle management	
<p>Social distancing measures at the busy Household Waste Recycling Sites (HWRSs) have added pressure to the nearby roads leading to some disruptive queuing and delays for site visitors and road users.</p> <p>The Cabinet Member for Environment will review options for mitigating these impacts and, if required, propose any action to improve the management of vehicles accessing the HWRSs in a safe way for both staff and residents.</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	28 January 2021
Month	March 2021
Consultation/ Representations	<p>Environment and Communities Scrutiny Committee (3 March 2021) District and Borough Councils</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel: 033 022 26052

Independence in Later Life

Executive Director Adults and Health

Discharge to Assess with Reablement
<p>Discharge to Assess with Reablement services are designed for hospital patients who are medically fit for discharge, but unable to immediately return home; it is a model recognised by NHS England as facilitating earlier discharge and/or reducing the number</p>

and length of delays in discharge from hospital for older people. There is a focus on these services of reablement which supports people to relearn skills with the aim of supporting people to be able to return home and avoid long term admission to residential care.

The key objectives delivered through Discharge to Assess are:

- Reduction of delays and enablement of timely discharges from hospital;
- Reduced level of dependency for as many people as possible by reabling them to increase their independence;
- Ensuring that long-term decisions concerning people’s care needs are not made in an acute hospital setting.

Contracts for the provision of Discharge to Assess with Reablement services were awarded in 2018, for an initial fixed term of 2-years with options to extend to a maximum of 5-years, through an EU Procurement exercise conducted following approval of Cabinet Decision [AH0117-18](#). The initial extended contract term comes to an end on 31st March 2021. The Executive Director Adults and Health will be asked to approve the proposed plans for the future of these contracts.

Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	4 December 2020
Month	February 2021
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Housing Related Support Award of Contract (Lot 1)

In December 2018 the decision was made ([report ref: AH11 18/19](#)) to reduce expenditure on Housing Related Support to £2.3million by 2020/21. The reduction was to be implemented over the financial year 2019/20, allowing time to remodel services and explore impact mitigation with providers, District & Borough Councils and other partner organisations, ensuring that services are still able to meet the needs of vulnerable people.

In accordance with the Key Decision taken on 14 August 2020 (Report ref: [OKD26](#)

[\(20/21\)](#) a procurement exercise is being undertaken to replace the contracts for 3 Housing Related Support Services which expire on 31st March 2021 and contribute to the fulfilment of West Sussex County Council objectives for Best start in life, a Strong, Safe And Sustainable Place and Independence for Later Life.

The Executive Director Adults and Health has awarded the contract(s) to the successful bidders in January 2021 for Lots 2 -6 ([Report ref: OKD58 20/21](#)). All contracts will commence on 1 April 2021. The contract(s) will have an initial term of 2 years with the option to extend for up to a further 2 years.

The contract award for Lot 1: Adur & Worthing has been delayed allowing Adur & Worthing Councils time to complete necessary internal governance processes. Once these processes are complete, an additional Officer Key Decision Report will be submitted regarding the award of Lot 1.

Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	23 December 2020
Month	February 2021
Consultation/ Representations	<p>West Sussex County Council (WSSCC) has worked with its District and Borough Council partners as part of a task and finish group led by the Chief Executive of Crawley Borough Council and consisting of nominated officers across the partnerships. This task and finish group has worked to design the services in each area and agree the joint funding and contract management of these services. This is documented in a collaboration agreement drawn up between all parties.</p> <p>WSSCC Finance and Legal Services teams have also been consulted in the drafting of this agreement.</p> <p>Representations concerning this proposed decision can be made via the officer contact, in the month in which the decision is due to be taken.</p>
Background Documents (via website)	Collaboration Agreement 2020 (Available upon request)
Author	Sarah L Leppard Tel: 0330 022 23774
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	February 2021
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

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 Executive Director Adults and Health will be asked to approve the award of contracts for residential based care and support services.

Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	March 2021
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 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

Executive Director Adults and Health

Care and Support at Home Award of Contracts	
<p>In February 2020 the decision (Report ref: AH11 19/20) was made to commence the procurement of commissioned Care and Support at Home Services with a focus on strengths based and outcomes focused services and an emphasis on a localised and community focused approach in line with the Council's focus on community led support. The decision included delegation of the authority to award the contract to the Executive Director of Adults and Health.</p> <p>The procurement was delayed as a result of the pandemic, and a decision (Report Ref: OKD46 20/21) was subsequently taken in November 2020 to extend the current framework to align with the updated anticipated commencement for the new commissioned arrangements on, 4 July 2021.</p> <p>In accordance with both decisions, the procurement has been undertaken and the Executive Director of Adults and Health will be asked to award the contracts to successful bidders in March 2021 prior to the commencement of the new commissioned Care and Support at Home arrangements in July 2021.</p>	
Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan	Independence In Later Life

priority	
Date added	10 February 2021
Month	March 2021
Consultation/ Representations	<p>Consultation has been completed with West Sussex Providers and the Cabinet Member for Adults and Health as part of the original decisions AH11 19/20 and OKD46 20/21.</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	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Interim Director of Public Health

Social Support Services for Older People Award of Contract	
<p>In December 2020 the decision was made to award 11 new Social Support contracts for Older People. The new services will support older people to remain independent and maintain their health and well-being.</p> <p>In accordance with Key Decision AH10 20/21 in December 2020, a procurement exercise is being undertaken to replace the contracts for 6 Social Support Services which expire on 30th June 2021 and contribute to the fulfilment of West Sussex County Council objectives for A strong, safe and sustainable place and Independence for later life.</p> <p>The Interim Director Public Health will be asked to award the contract(s) to the successful bidders in April 2021 to start on 1st July 2021. The contract (s) will have an initial term of 5 years with the option to extend for up to a further 2 years.</p>	
Decision by	Tony Hill - Interim Director of Public Health
West Sussex Plan priority	Independence in Later Life
Date added	15 February 2021
Month	April 2021
Consultation/ Representations	<p>Consultation with Voluntary and Community Sector Organisations; District and Borough Councils and Health and Social Care Scrutiny Committee Task and Finish Group on 21 October 2020.</p> <p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which</p>

	the decision is due to be taken.
Background Documents (via website)	None
Author	Nikki Lewis Tel: 0330 022 26067
Contact	Erica Keegan Tel: 033 022 26050

A Council that works for the Community

Cabinet Member for Finance, Leader

Performance Monitor (Rolling Entry)	
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 Performance Monitor and any items of financial and performance management within the Monitor.	
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 Tel: 033 022 22551

Cabinet Member for Finance

Property Review (Rolling Entry)	
The County Council's Future West Sussex Plan set out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy . An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.	

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

Cabinet

Emergency Central Government Funding (Rolling Entry)	
<p>Due to the ongoing public health emergency the County Council has received a number of support packages from Central Government. As funds are received the Council needs to determine arrangements to distribute, allocate or make other preparations for the appropriate use of funds received.</p> <p>The relevant decision maker will be determined by the intended use of the allocated funds. The Council may be required to comply with a number of conditions set out in the terms of the grant which may mean decisions need to be taken quickly due to the need to provide timely financial support related to the Covid-19 pandemic. Members will be consulted or advised of planned decisions with as much notice as can be provided.</p>	
Decision by	Tony Kershaw - Cabinet
West Sussex Plan priority	A Council that Works for the Community
Date added	28 January 2021
Month	Between February 2021 and February 2022
Consultation/ Representations	Representations can be made via the officer contact.
Background Documents (via website)	None
Author	Tony Kershaw Tel: 033 022 22662
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Economy and Corporate Resources

Procurement: Construction Framework Arrangement

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.

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	February 2021
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Stephen Allan Tel: 033 022 25192
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Economy and Corporate Resources

Endorsement of Additional Resource: Corporate Business Management Solution

Cabinet Member decision [ECR01 19-20](#) approved the commencement of a procurement process in November 2019 for services to help deliver a replacement business management system for the Council. Whilst the project has progressed as planned, a review of the scope of remaining work and the specific skills required has indicated that additional resources and specialist services are required to bring the project to completion.

The Cabinet Member for Economy and Corporate Resources will be asked to approve the additional measures and resources needed and to delegate authority to the Director of Finance and Support Services to procure the necessary service support.

The additional resources required will be funded from the service transformation budget.

Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that works for the Community
Date added	18 February 2021
Month	March 2021
Consultation/ Representations	Performance and Finance Scrutiny Committee Business Planning Group 01 March if so advised. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Alistair Rush Tel: 033022 22002
Contact	Suzannah Hill Tel. 033 022 22551