

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 [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet. In accordance with regulations in response to the continuing public health restrictions, 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 website. [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.
Date added	The date the proposed decision was added to the Forward Plan.
Month	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
Background Documents	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

Finance, assets, performance and risk management

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

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

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

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

Published: 23 April 2021

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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23	Director of Finance and Support Services	Award of Contract(s) Information Technology Services	June 2021
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29	Director of Highways, Transport and Planning	Award of contract for Winter De-icing Salt	April 2021

Leader

None

Adults and Health

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
Date added	10 February 2021
Month	April 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 23748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

A Place to Live Services and Supported Living Services (Adults with Learning Disability) Contract Extension

The Cabinet Member for Adult Social Care & Health approved the formal commencement of a procurement process on the 25 November 2015 (Cabinet Member Key Decision Report [ASCH08 \(15/16\)](#) refers) for the A Place To Live Services (APTL) and the Supported Living Services (SLS). Following the procurement completed in 2016; the then Executive Director of Care, Wellbeing and Education approved the award of the APTL and SLS contracts.

APTL Services comprise of three contract lots for customised supported living accommodation-based services that were originally tendered and awarded in 2010 to Southdown Housing Association (Coastal and Western) and Royal Mencap Society (Northern). SLS Services comprise of two contract lots for outreach support in the community as well as supported living accommodation based services that were awarded to The Grace Eyre Foundation.

The contracts include the provision to extend for a further period to a maximum contract term of 6 years not extending beyond 30 June 2022.

The County Council will explore options for these services during the extension period. Consideration will be given to opportunities to enhance the service offer to meet increased customer need, younger customers and offer savings to the Learning Disabilities pooled budget. In the meantime, the Executive Director Adults and Health will be asked to approve the contract extension for a further period of up to 15 months until 30 June 2022.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	26 March 2021
Month	May 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 Documents (via website)	None
Author	Karen Young Tel: 0330 22 23794
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Highwood Mill Extra Care Scheme Procurement

Highwood Mill is an Extra Care Housing Scheme in Horsham which opened in 2016. This is currently the largest extra care scheme in West Sussex that Adult Social Care can nominate to. It has a mix tenure of 70 affordable rented properties as well as 35 privately owned apartments, of which Adult Social Care on behalf of Horsham District Council has nomination rights to 50 units. The care and support within the extra care scheme was originally procured by the landlord, Saxon Weald Housing Association, and the current contract is due to end January 2022. Saxon Weald Housing Association originally developed the extra care scheme using their own investment and so procured the care contract for the social care support provided

within it. Saxon Weald have asked if West Sussex County Council can take over the procurement of the care contract and future contract management at Highwood Mill for two reasons:

- To develop the service in line with the other commissioned care contracts they hold within West Sussex.
- To ensure consistent and successful contract management of the onsite provider

A cost benefit analysis has been undertaken resulting in recommendation that West Sussex County Council take on the ongoing contract management of the scheme to bring it in line with other extra care schemes and allowing access to the existing care and support framework applied in extra care.

The Cabinet Member for Adults and Health will be asked to approve;

- (1) the commencement of a procurement of the Care Contract within Highwood Mill Extra Care Scheme, to commence in June 2021 within the current Dynamic Purchasing System (DPS) Framework; and
- (2) delegated authority for the award of contract and any subsequent awards, within the agreed DPS Framework, to the Executive Director of Adults and Health. The care contract will commence in January 2022.

Decision by	Cllr A Jupp - Cabinet Member for Adults and Health
Date added	26 March 2021
Month	May 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 Documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050

Cabinet

Review of In House Services

In 2018 the 'Choices for the Future' transformation programme for inhouse services was approved by the Cabinet Member for Adults and Health. Within the programme there was a commitment to review the in-house residential services.

Marjory Cobby House in Selsey is an in house residential resource centre, providing Discharge to Assess with Reablement beds and interim beds primarily for people coming out of hospital and in particular St Richards hospital in Chichester.

The demand for residential Discharge to Assess beds has been and is likely to further be impacted by the increase of capacity to support people on a 'Home First' pathway, the

commissioning of alternative models of care during the pandemic and the increase in provision of the Community Reablement Service. Supporting people in their own home and maximising opportunities for independence remains the priority as outlined in the Adult Social Care vision and strategy.

Proposed Savings were presented to the Health and Adults Social Care Scrutiny Committee on the 13th January 2021 and then at Cabinet on the 22nd January 2021, which included £640k in savings related to in house services and identifying in particular Marjory Cobby House. At the scrutiny committee it was identified that this will involve a 12 weeks consultation and an Equalities Impact Assessment which will be presented back to Cabinet once completed. Following this, Cabinet will be asked to take a decision on the future of Marjory Cobby and the provision of residential based in-house services at this setting.

Decision by	CAB - Cabinet
Date added	1 March 2021
Month	July 2021
Consultation/ Representations	Health and Adult Social Care Scrutiny Committee on 13 January 2021 Full consultation to undertaken prior to decision 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 Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Supported Living Services (Adults with Lifelong Disability, Autism, Mental Health) Contracts Award

In August 2020 the decision ([Report ref: AH08 \(20/21\)](#)) was made to commence a procurement to commission supported living services. The decision included delegation of the authority to award contracts to the Interim Executive Director Adults and Health now the Executive Director of Adults and Health (DASS).

The proposal included commissioning services which would lead to: reduced number of people in hospital, residential beds and placed out of county; increased number of people in settled and 'most suitable' accommodation; and to avoid disruption for existing supported living customers.

The procurement has been delayed because of the pandemic, and a decision ([Report ref: OKD42 \(20/21\)](#)) was subsequently taken in November 2020 to extend the current contract arrangements for 4 months until 31st July 2021 and revise the procurement

timetable with anticipated commencement for the new commissioning arrangements from 1st August 2021.

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 July 2021 prior to the commencement on 1st August 2021 of the new commissioned Framework Agreement for the provision of Supported Living Services (Mental Health, Autism or a Lifelong Disability).

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	23 April 2021
Month	July 2021
Consultation/ Representations	<p>Consultation has been completed with West Sussex Providers, Customers and Carers and the Cabinet Member for Adults and Health as part of the original decision Report ref: AH08 (20/21</p> <p>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.</p>
Background Documents (via website)	None
Author	Lisa Loveman Tel: 033 022 23430
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Highwood Mill Extra Care Scheme Award of Contract	
<p>Highwood Mill is an Extra Care Housing Scheme in Horsham which opened in 2016. This is currently the largest extra care scheme in West Sussex that Adult Social Care can nominate to. It has a mix tenure of 70 affordable rented properties as well as 35 privately owned apartments, of which Adult Social Care on behalf of Horsham District Council has nomination rights to 50 units. The care and support within the extra care scheme was originally procured by the landlord, Saxon Weald Housing Association, and the current contract is due to end January 2022.</p> <p>Following the Procurement of the Care Contract within Highwood Mill Extra Care Scheme, within the council's current Dynamic Purchasing System (DPS) Framework, the Executive Director Adults and Health will be asked to award the contract to the successful bidder.</p>	
Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	26 March 2021
Month	November 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 Documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050

Children and Young People

None

Education and Skills

Director of Education and Skills

Arrangements for Alternative Provision for Key Stage 4 Learners	
<p>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).</p> <p>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 seek appropriate arrangements to enable the continued delivery of a vocational curriculum for 14-16 year olds.</p> <p>The Director of Education and Skills will be asked to approve the necessary contractual arrangements for the delivery of Alternative Provision for Key Stage 4 Learners post August 2021.</p>	
Decision by	Paul Wagstaff - Director of Education and Skills
Date added	23 February 2021
Month	April 2021
Consultation/ Representations	<p>Further Education Colleges Procurement Legal Finance</p> <p>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</p>

Background Documents (via website)	Officer Key Decision OKD30(20/21)
Author	Ellie Evans Tel: 033022023582
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
Date added	3 August 2020
Month	April 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

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
Date added	11 January 2021
Month	April 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 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
Date added	4 January 2021
Month	May 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

Cabinet Member for Education and Skills

Remodelling of Steyning Grammar School - Allocation of Section 106 Funding

Steyning Grammar School (SGS) is a large secondary school and currently operates from three campuses – Rock Road, in Storrington and Shooting Fields and Church Street in Steyning.

The Key Stage 3 campus at Church Street is no longer fit for purpose for the numbers of students being educated there; the issues with the campus cannot be rectified easily due to cost and physicality of the site. As such the SGS Foundation has taken the decision to sell the premises and lease a new building, The Towers and therefore the Key Stage 3 students currently accommodated at Church Street will need to be moved to The Towers site in September 2021. Building works will be required at the Towers site to ensure the necessary facilities are in place ready for the students to attend from September.

Safeguarding requires improvement at the main entrance to the school at the Shooting Fields site, and the Cushman Inclusion Centre requires modernising and updating to facilitate the extra capacity required and provide two extra learning spaces for children with Special Educational Needs and Disabilities (SEND) and disadvantaged students.

SGS converted to an Academy with Bohunt Education Trust (BET) on 1st December 2020. BET have requested Section 106 funds totalling £1.572m to support the capital investment required.

Following detailed design and associated cost estimates provided by BET, 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
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Date added	23 April 2021
Month	May 2021
Consultation/ Representations	School Parents and local residents 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)	None
Author	Leigh Hunnikin Tel: 033 022 23051
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
Date added	26 January 2021
Month	May 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	None

Documents (via website)	
Author	Carol Bruce Tel: 033 022 23055
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
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
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

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 St Margaret's CE 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 St Margaret's CE Primary School.

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.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
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

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 West Park 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 West Park Primary School in Worthing.

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.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
Date added	1 December 2020
Month	May 2021
Consultation/	Cabinet Member for Finance

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

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 meet the needs of the secondary school curriculum.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
Date added	3 August 2020
Month	June 2021
Consultation/ Representations	<p>School Parents and local residents Parish and District Councils 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)	
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
Date added	3 August 2020
Month	June 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)	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

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

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

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
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Date added	8 July 2020
Month	June 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 Woodlands Meed College New Build Project	
<p>Woodlands Meed is a Special School and College for 2-19-year old pupils located in Burgess Hill.</p> <p>Due to suitability and condition issues of the existing accommodation at the College site, in May 2020 Cabinet agreed that funding was allocated to replace the College building on its existing site (Decision reference CAB03 (20/21) refers). As part of the decision authority was delegated to the Director of Property and Assets that, subject to receipt of planning permission and statutory consents, a construction contract was entered into for rebuilding the College.</p> <p>The County Council together with the Councils Multi-Disciplinary Consultant have developed a formal proposal to rebuild Woodlands Meed College on its current site. A buildable design option that meets the gross budget of £20m has been agreed with the school and the County Council.</p> <p>A procurement has been undertaken and the Director of Property and Assets will be asked to approve the award of the construction contract to the preferred provider for the construction phase, of the project to replace Woodlands Meed College.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	21 April 2021
Month	June 2021
Consultation/ Representations	Procurement Legal Finance Property and Assets 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 Decision CAB03(20/21)
Author	Carol Bruce Tel: 033 022 23055
Contact	

Director of Property and Assets

Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	
<p>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.</p> <p>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.</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 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.</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 proposed project at The Forest School.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	11 January 2021
Month	June 2021
Consultation/ Representations	<p>Procurement Legal Finance</p> <p>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.</p>
Background Documents (via website)	None
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Economy and Corporate Resources

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
Date added	23 April 2020
Month	April 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

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>	

The Executive Director Place Services will be asked to award the construction phase of the contract.	
Decision by	Lee Harris - Executive Director Place Services
Date added	23 April 2020
Month	April 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

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, 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.</p>	
Decision by	Lee Harris - Executive Director Place Services
Date added	25 February 2021
Month	May 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

Interim Director of Human Resources and Organisational Development

Award of Contract: Occupational Health Contract	
<p>An occupational health service forms part of the Councils' overall health and wellbeing strategy and ensures there are systems in place so that employees' health and wellbeing is well supported and that managers can make informed decisions on the fitness of employees to work.</p> <p>As part of Key Decision ECR03 20-21, the Cabinet Member for Economy and Corporate Resources endorsed the commencement of a procurement for a new Occupational Health contract and delegated authority to Interim Director of Human Resources and Organisational Development to award the contract.</p> <p>Following the completion of the procurement, the Interim Director of Human Resources and Organisational Development will be asked to award the contract to the highest scoring bidder that meets the Council's requirements.</p>	
Decision by	Sue Evans - Interim Director of Human Resources and Organisational Development
Date added	8 March 2021
Month	June 2021
Consultation/ Representations	Legal, finance and procurement advisers. Stakeholders including schools.
Background Documents (via website)	None
Author	Colin Chadwick Tel: 033 022 23283
Contact	Suzannah Hill Tel. 033 022 22551

Director of Finance and Support Services

Award of Contract(s) Information Technology Services
<p><i>In December 2020 the Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR04_20-21, to insource and recommission, through new contracts, the services currently provided by Capita through the Information Technology outsource contract.</i></p>

The Cabinet Member delegated authority to the Director of Finance and Support Services to progress the programme and commence procurement of the Service Desk and End User Compute Services, Networks, Telephony, Cloud Hosting and Infrastructure and Application Management Services. In accordance with the decision a procurement exercise is being undertaken.

The Director of Finance and Support Services will be asked to award the contract(s) to the successful bidder(s) from June 2021 with initial service transitions to commence in July 2021.

Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	14 April 2021
Month	June 2021
Consultation/ Representations	External Consultants SOCITM; Director Law and Assurance 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	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 0330 222 2551

Environment

Cabinet Member for Environment

West Sussex Minerals and Waste Development Scheme 2021-2024	
<p>The County Council is required to prepare a Minerals and Waste Development Scheme, which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period. The current Scheme covers the period 2020-2023 and needs to be updated.</p> <p>The Cabinet Member for Environment will be asked to approve the West Sussex Minerals and Waste Development Scheme 2021-2024.</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment
Date added	15 March 2021
Month	June 2021
Consultation/ Representations	South Downs National Park Authority Representations concerning this proposed decision can be made to the Cabinet Member for 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

Finance

Cabinet Member for Finance, Leader

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 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
Date added	1 April 2020
Month	Between April 2021 and March 2022
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

Review of Property Holdings (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> <p>Reports pertaining to this rolling Forward Plan entry will be published between 01 April 2020 and 31 March 2021.</p>	
Decision by	Cllr Hunt - Cabinet Member for Finance

Date added	1 April 2020
Month	Between April 2021 and March 2022
Consultation/ Representations	Local Members Representation can be 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	Cllr Lanzer, Cllr A Jupp, Cllr N Jupp, Cllr Crow, Cllr Russell, Cllr Hunt, Cllr Urquhart, Cllr Marshall - Cabinet
Date added	25 February 2020
Month	Between February 2021 and February 2022
Consultation/ Representations	Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Tony Kershaw Tel: 033 022 22662
Contact	Erica Keegan 033 022 26050

Director of Property and Assets

Award of Contract: Demolition of Former Year 7 Chichester High School Block
A Leader Decision in June 2019 (LDR01 19.20) supported the inclusion in the Capital Programme of the demolition of the former Year 7 block at Chichester High School.

The freehold estate of the site is held by the County Council. A Cabinet Member for Finance decision in March 2020 ([FIN02 20-21](#)) declared the site surplus to service operational requirements.

The Director Property and Assets will be asked to award a contract for the demolition of the former Year 7 Chichester High School block.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	14 April 2021
Month	May 2021
Consultation/ Representations	Chichester Growth Board; Local Member 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

Highways and Infrastructure

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
Date added	19 February 2020
Month	April 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
Date added	1 December 2020
Month	April 2021
Consultation/ Representations	<p>District and Borough Councils Sussex Police</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background	None

Documents (via website)	
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Award of contract(s) for Highway Maintenance Services	
<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 December 2018, the Cabinet Member for Highways and Infrastructure 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.</p> <p>In November 2019, the Director of Highways, Transport and Planning appointed contractors to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways, including carriageway and footways resurfacing (Lot 4).</p> <p>On 12 February 2021, Full Council approved an additional £12m capital funding to improve highway maintenance across the county. A procurement process is underway and, when concluded, the Director of Highways, Transport and Planning will be asked to award a contract(s) for the delivery of the first phase of works via of the Framework Agreement (Lot 4).</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	8 March 2021
Month	April 2021
Consultation/ Representations	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Award of contract for Winter De-icing Salt
<p>The supply of de-icing salt is critical to ensuring the County Council can meet its statutory duty to maintain the highways and to ensure that, so far as is reasonably practicable, safe passage along a highway is not endangered by snow or ice. The</p>

contracts awarded for these services in 2019, are due to end in April 2021, and new contracts are required.

In accordance with the Council's Standing Orders on Procurement and Contracts and subject to the [key decision](#) made by the Cabinet Member for Highways and Infrastructure, the Director of Highways, Transport and Planning will be asked to award and enter into a contract for the provision of winter de-icing salt.

Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	8 March 2021
Month	April 2021
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 23052