

# 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. Due to the continuing public health restrictions, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: [democratic.services@westsussex.gov.uk](mailto:democratic.services@westsussex.gov.uk). 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:

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

## Finance, assets, performance and risk management

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

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

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

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

**Published: 24 May 2021**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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4	Executive Director Adults and Health	A Place to Live Services and Supported Living Services (Adults with Learning Disability) Contract Extension	May 2021
5	Cabinet Member for Adults Services	Highwood Mill Extra Care Scheme Procurement	May 2021
6	Cabinet	Review of In House Services	July 2021
7	Executive Director Adults and Health	Supported Living Services (Adults with Lifelong Disability, Autism, Mental Health) Contracts Award	July 2021
8	Executive Director Adults and Health	Highwood Mill Extra Care Scheme Award of Contract	November 2021
9	Executive Director Children, Young People and Learning	Family and Community Support Services - Award of Contract	July 2021
10	Cabinet	Early Help Service Redesign	July 2021
11	Cabinet Member for Children and Young People	Procurement of a Recording System for Children, Young People and Learning	July 2021
11	Executive Director Children, Young People and Learning	Award of contract - Accommodation services for young people aged 16+	August 2021
12	Director of Education and Skills	Arrangements for Alternative Provision for Key Stage 4 Learners	May 2021
13	Director of Property and Assets	Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham	May 2021
14	Director of Property and Assets	Award of contract for Delivery of Phase 1 works - Change of status of The Forest Boys' School, Horsham	May 2021
15	Director of Property and Assets	Award of contract for installation of Modular Teaching Unit at Oak Grove College, Worthing	May 2021
15	Cabinet Member for Learning and Skills	Remodelling of Steyning Grammar School - Allocation of Section 106 Funding	May 2021
16	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery	May 2021
17	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery	May 2021
18	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding	May 2021
19	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding	May 2021

19	Cabinet Member for Learning and Skills	Replacement All Weather Pitch at Tanbridge House School, Horsham	June 2021
20	Cabinet Member for Learning and Skills	Provision of an All Weather Pitch at The Forest School, Horsham	June 2021
21	Cabinet Member for Learning and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	June 2021
21	Director of Property and Assets	Award of Contract for the Woodlands Meed College New Build Project	June 2021
22	Director of Property and Assets	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	June 2021
23	Director of Property and Assets	Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project	June 2021
24	Cabinet Member for Learning and Skills	Initial Consultation Process - Burgess Hill Free School Presumption Competition	June 2021
25	Cabinet Member for Learning and Skills	Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Design Fees	June 2021
25	Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	July 2021
26	Executive Director Place Services	Award of Contract and Endorsement of Fund Allocation: Crawley Growth Programme Manor Royal Scheme	May 2021
27	Executive Director Place Services	Award of Contract and Endorsement of Fund Allocation: Crawley Growth Programme Eastern Gateway Scheme OKD73 20-21	May 2021
28	Interim Director of Human Resources and Organisational Development	Award of Contract: Occupational Health Contract	June 2021
28	Director of Finance and Support Services	Award of Contract(s) Information Technology Services	June 2021
29	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2021-2024	June 2021
30	Leader, Cabinet Member for Finance	Performance Monitor (Rolling Entry)	Before March 2022
30	Cabinet Member for Finance	Review of Property Holdings (Rolling Entry)	Before March 2022
31	Cabinet	Emergency Central Government Funding (Rolling Entry)	Before March 2022
31	Director of Property and Assets	Award of Contract: Demolition of Former Year 7 Chichester High School Block	May 2021
32	Executive Director Place Services	Burgess Hill Place and Connectivity Programme A2300 Improvements: Endorsement Additional Improvements and Allocation of Funding	May 2021
33	Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	May 2021
33	Cabinet Member for Highways and Infrastructure	West Sussex County Council Vehicle Removal Policy	May 2021
34	Cabinet Member for Highways and Infrastructure	West Sussex Transport Plan - Consultation Draft	June 2021

# Leader

None

## Adults Services

### Executive Director Adults and Health

#### Care and Support at Home Award of Contracts

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.

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.

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.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	10 February 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	<p>Consultation has been completed with West Sussex Providers and the Cabinet Member for Adults and Health as part of the original decisions <a href="#">AH11 19/20</a> and <a href="#">OKD46 20/21</a>.</p> <p>Representation can be made via the officer contact prior to the month in which the decision is to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	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.

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

### **Cabinet Member for Adults Services**

#### **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 Services 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.

<b>Decision by</b>	Cllr A Jupp - Cabinet Member for Adults Services
<b>Date added</b>	26 March 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	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 13<sup>th</sup> January 2021 and then at Cabinet on the 22<sup>nd</sup> 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.

<b>Decision by</b>	Cllr Lanzer, Cllr Waight, Cllr Russell, Cllr Crow, Cllr A Jupp, Cllr N Jupp, Cllr J Dennis, Cllr Hunt, Cllr Urquhart, Cllr Marshall - Cabinet
<b>Date added</b>	1 March 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	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
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	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 31<sup>st</sup> July 2021 and revise the procurement timetable with anticipated commencement for the new commissioning arrangements from 1<sup>st</sup> 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 1<sup>st</sup> August 2021 of the new commissioned Framework Agreement for the provision of Supported Living Services (Mental Health, Autism or a Lifelong Disability).

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	23 April 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	<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 <a href="#">Report ref: AH08 (20/21)</a></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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lisa Loveman Tel: 033 022 23430
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

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

<b>Highwood Mill Extra Care Scheme Award of Contract</b>	
<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>	
<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health



<b>Date added</b>	26 March 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Children and Young People

### Executive Director Children, Young People and Learning

<b>Family and Community Support Services - Award of Contract</b>	
<p>In February 2020 the Cabinet Member for Children and Young People approved the commencement of a procurement to set up a Framework Agreement. The Framework will enable the purchase of Family and Community Support (FACS) Services for families with children and young people with severe and complex disabilities and/or autism who require bespoke care packages (decision <a href="#">CYP02 (20/21)</a> refers).</p> <p>As part of the decision the Cabinet Member approved the delegation of authority to the Executive Director of Children, Young People and Learning to implement the Framework Agreement.</p> <p>The procurement has now been undertaken and the Executive Director of Children, Young People and Learning will be asked to approve the award of contracts to successful bidders.</p>	
<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	14 May 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member decision CYP02(20/21)

<b>Author</b>	Jacqui Parfitt Tel: 033 022 29488
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet

<b>Early Help Service Redesign</b>	
<p>The County Council's Early Help service is part of its Children, Young People and Learning Directorate. It identifies and works with children and families in need of support, to help to promote the safe and healthy development of children and young people within stable families and prevent social care interventions in the future.</p> <p>The County Council wishes to create an improved, targeted Early Help offer directed to those most at need, while continuing to provide the existing statutory functions of the service, and to deploy its resources with the greatest efficiency and the maximum benefit to vulnerable children and families.</p> <p>On 23 February 2021, the Cabinet approved (<a href="#">decision CAB17 (20/21) refers</a>) the launch of a public consultation on its preferred option for the future design of the Early Help service, to increase the support and focused response to vulnerable children, for which there is an identified and growing need. This would ensure that families have access to the most appropriate support, including closer working with schools, the Children's Social Care service and the Council's other delivery partners.</p> <p>The public consultation, running between 8 March and 17 May 2021 has enabled all customers and stakeholders of the service, together with local communities to study and comment on the detailed proposals, and the reasons for the Council's preferred option.</p> <p>Following consideration of the results of the public consultation Cabinet will be asked to make a decision about the form of the new Early Help service, the future service offer and its means of delivery.</p>	
<b>Decision by</b>	CLlr A Jupp, CLlr N Jupp, CLlr Russell, CLlr J Dennis, CLlr Waight, CLlr Lanzer, CLlr Crow, CLlr Marshall, CLlr Urquhart, CLlr Hunt - Cabinet
<b>Date added</b>	14 May 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	<p>Children and Young People's Services Scrutiny Committee – 30 June 2021</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Cabinet Report CAB17 (20/21)
<b>Author</b>	Claire Hayes Tel: 07702 442462
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet Member for Children and Young People

### Procurement of a Recording System for Children, Young People and Learning

Children, Young People and Learning (CYPL) has the ambition to significantly consolidate and better integrate recording systems which hold information about children and their families. Work is underway to improve use of existing IT systems however there is a need to procure a new or improved system(s). CYPL currently has 11 systems in use and there is a need to significantly reduce this to support CYPL's improvement journey. It is imperative that IT systems support improvement activities.

The benefit to children, young people, their families and those working closely with them is that there will be a clearer record of the child's journey, less repetition for children (and their families) in re-telling their story, and reduced risks around sharing and insight of information across CYPL.

It is proposed to commence a procurement process to seek a number of system suppliers who could achieve the aim of consolidating and integrating recording systems. The anticipated cost is up to £1.65m over two years which includes the purchase, licence, support and implementation costs.

The Cabinet Member for Children and Young People will be asked to approve;

- (1) The commencement of a procurement for a system(s) to achieve consolidation and integration of recording systems and to
- (2) Delegate authority, to the Executive Director of CYPL to award the contract(s).

<b>Decision by</b>	Cllr Russell - Cabinet Member for Children and Young People
<b>Date added</b>	24 May 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	Finance Legal IT Procurement  Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Vince Clark Tel: 07402 338396
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Executive Director Children, Young People and Learning

**Award of contract - Accommodation services for young people aged 16+**

In March 2021 the Cabinet Member for Children and Young People approved the commencement of a procurement process for a 16+ Older Looked After Children and Care Leavers Framework Agreement (decision [CYP03\(20/21\)](#) refers. The framework will enable the County Council to source a range of accommodation services for young people aged 16 years and over who are looked after as part of preparing them for living independently.

As part of the decision to commence the procurement the Cabinet Member also approved the delegation of authority to the Executive Director Children, Young People and Learning to implement the Framework Agreement.

The procurement has now been undertaken and the Executive Director of Children, Young People and Learning will be asked to implement the framework agreement and approve the award of contracts to successful bidders.

<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	24 May 2021
<b>Month</b>	August 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Children, Young People and Learning via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision CYP03(20/21)
<b>Author</b>	Shelly Dichello Tel: 033 022 24131
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Learning and Skills

### Director of Education and Skills

<b>Arrangements for Alternative Provision for Key Stage 4 Learners</b>
<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(<a href="#">decision reference OKD30(20/21)</a> 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</p>

August 2021.	
<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>Date added</b>	23 February 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	Further Education Colleges Procurement Legal 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
<b>Background Documents</b> (via website)	Officer Key Decision OKD30(20/21)
<b>Author</b>	Ellie Evans Tel: 033022023582
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<b>Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham</b>	
<p>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.</p> <p>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.</p> <p>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 <a href="#">ES02 (20/21)</a>). The building project will provide a three class modular teaching block with associated group room, hygiene provision, storage and external works.</p> <p>The Director of Property and Assets will be asked to approve the award of contract for the expansion works at QEII school.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	3 August 2020
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils

	Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Decision Report ES02 (20/21)
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Property and Assets

<b>Award of contract for Delivery of Phase 1 works - Change of status of The Forest Boys' School, Horsham</b>	
<p>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 (<a href="#">Decision Reference ES08(20/21)</a>). Capital investment will be required to enable the necessary building adjustments to take place so that girls can attend the school.</p> <p>As part of a separate key decision process the Cabinet Member for Education and Skills approved the allocation of capital funding to enable the first phase of the project to enable the school to welcome girls to proceed (decision <a href="#">ES18(20/21)</a> refers. As part of this decision the Cabinet Member also delegated authority to the Director of property and Assets to award the contract for the first phase of the project.</p> <p>The Director of Property and Assets will be asked to approve the award of contract for the proposed project at The Forest School.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	11 January 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	<p>Legal Finance Procurement</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>
<b>Background Documents</b> (via website)	Cabinet Member Decision Report ES18(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	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**

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.

As part of a separate key decision process the Cabinet Member for Education and Skills approved the allocation of capital funding to provide additional accommodation at Oak Grove College ([decision reference ES17\(20/21\)](#) refers. As part of the decision the Cabinet Member also delegated authority to the Director of Property and Assets to award the contract for the expansion project.

On completion of the procurement process the Director of Property and Assets will be asked to approve the award of contract for the expansion of Oak Grove College.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	26 January 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	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
<b>Background Documents</b> (via website)	Cabinet Member decision ES17(20/21)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet Member for Learning 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 Cuthman 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 Learning and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	23 April 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	School Parents and local residents Cabinet Member for Finance  Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning 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 Learning 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.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 February 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Cabinet Member for Learning 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 Learning 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.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 February 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made

	to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning and Skills**

<b>Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding</b>	
<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 <a href="#">CAB03(19/20)</a>). 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 (<a href="#">Decision reference ES09(20/21)</a>)</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 Learning 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>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 December 2020
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet Member for Learning 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 Learning 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.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 December 2020
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet Member for Learning and Skills

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

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

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

The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding, from Section 106 contributions, to undertake a project to replace the All

Weather Pitch at Tanbridge House School, thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	3 August 2020
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Cabinet Member for Learning and Skills**

<b>Provision of an All Weather Pitch at The Forest School, Horsham</b>	
<p>As part of the secondary school curriculum, Physical Education is a core subject and suitable provision is required to enable a wide range of sport to be offered and ensure children are given the Best Start in Life.</p> <p>The Forest School does not currently have an All Weather Pitch (AWP) facility. Following the Cabinet Member Decision in July 2020 (<a href="#">Decision reference ES02(20/21)</a>) that approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School installation of an AWP is now required to mitigate the impact.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	3 August 2020
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is

	due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES02 (20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning and Skills**

<b>Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation</b>	
<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 Learning 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>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	8 July 2020
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	<p>School</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<b>Award of Contract for the Woodlands Meed College New Build Project</b>	
<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 (<a href="#">Decision reference CAB03 (20/21)</a> refers). As part of the decision</p>	

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.

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.

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.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	21 April 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	Cabinet Decision CAB03(20/21)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	

### **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.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	11 January 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

##### **Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project**

Woodlands Meed is a Special School and College for 2-19-year old pupils located in Burgess Hill.

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.

A Pre-Construction Services Agreement was executed in February 2021 to appoint the contractor at Stage 4 of the project to ensure buildability and reduce risk; due to design changes this agreement requires extending. The Director of Property and Assets will be asked to approve the extension to the pre-construction services agreement.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	29 April 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	College Governing Body  Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer

	contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Report CAB03(20/21)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning and Skills**

#### **Initial Consultation Process - Burgess Hill Free School Presumption Competition**

In response to significant housing development to the North of Burgess Hill, known as the Burgess Hill Northern Arc, and a large number of smaller developments in the Haywards Heath and Hassocks area, it is necessary to commission a new all through free school (for children aged 4 – 16) with additional Early Years and Special Educational Needs and Disabilities facilities over two sites as part of the Northern Arc. Identifying a sponsor will be via a Local Authority led presumption competition process with the final decision taken by the Secretary of State for Education.

The first stage is to commence an initial four-week consultation engaging with local education stakeholders to inform the proposed specification of the school and seek views on the education offer that could be provided to the children and young people in this new community and the wider South and Central Mid Sussex area.

The Cabinet Member for Learning and Skills will be asked to approve the commencement of the initial consultation process.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	5 May 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	<p>Consultation in accordance with the Department for Education Academy and Free School Presumption Guidelines, with</p> <ul style="list-style-type: none"> <li>• Education stakeholders</li> <li>• Parents, staff and governors of local schools</li> <li>• Local councillors, MP</li> <li>• Dioceses and Multi Academy Trusts</li> </ul> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Vanessa Cummins Tel: 033 022 23046
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553



## Cabinet Member for Learning and Skills

### **Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Design Fees**

Homes England has secured planning permission for a new 3500 home development on land known as the Northern Arc of Burgess Hill. As part of the overall plan, a site for a new Secondary School has been provided to ensure sufficient secondary school places to serve the development. In addition, a financial contribution of £18m has been secured through a Section 106 Agreement to contribute towards the construction costs of the new school.

All Year 7 places at local Secondary Schools are full for September 2021. A new Secondary School is therefore required to provide for both the increasing population in the area and the additional need generated by the development.

A feasibility study for building the new school has been commissioned through the County Council's Multi-Disciplinary Consultant (MDC), Faithful+Gould Ltd. The school is proposed to open in September 2024; therefore following the conclusion of the feasibility study the detailed design phase will need to follow without delay.

Following conclusion of the feasibility stage, the Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable the project to be designed fully including the submission of a planning application.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	14 May 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Schools Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Director of 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 was 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

approved the allocation of capital funding from the Basic Need Capital Programme to provide additional accommodation at Palatine Primary School. The Cabinet Member also delegated authority to the Director of Property and Assets to award the contract for the expansion project (decision [ES13\(20/21\)](#) refers).

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

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	4 January 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Hemming Tel: 033 022 23519
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

## Community Support, Fire and Rescue

### Executive Director Place Services

<b>Award of Contract and Endorsement of Fund Allocation: Crawley Growth Programme Manor Royal Scheme</b>	
<p>The Crawley Growth Programme (CGP) is a key delivery mechanism to achieve the economic growth outcomes agreed in the Crawley Growth Deal.</p> <p>A WSCC decision in December 2017 (<a href="#">LDR04 (17/18)</a>) agreed funding allocations and delivery governance for the projects within the CGP. A critical Crawley Growth Programme project approved in December 2017 is the Manor Royal Highways Improvement scheme.</p> <p>Detailed design and further engagement have been completed for the Manor Royal Highways Improvement scheme and it is proposed that scheme delivery is now progressed further through awarding the Construction Contract for Phase 1 to Telent Ltd, the County Councils incumbent traffic signals supplier. Continuation of the project into Phase 2 will be addressed at a later date, anticipated Autumn 2021.</p>	
<b>Decision by</b>	- Executive Director Place Services
<b>Date added</b>	23 April 2020

<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	A public engagement exercise ran for four weeks from 5 February 2019 to 5 March 2019. The Crawley Growth Board will be consulted on final designs.  Representation can be made via the officer contact prior to the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Executive Director Place Services

<b>Award of Contract and Endorsement of Fund Allocation: Crawley Growth Programme Eastern Gateway Scheme OKD73 20-21</b>	
<p>In August 2017 the Leader approved the Crawley Growth Programme <a href="#">LDR04 17.18</a> and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects.</p> <p>The 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>	
<b>Decision by</b>	- Executive Director Place Services
<b>Date added</b>	23 April 2020
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	Community engagement and online feedback opportunities were undertaken May to July 2018. The Crawley Growth Board will be consulted on final designs.  Representation can be made via the officer contact prior to the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

## Interim Director of Human Resources and Organisational Development

### Award of Contract: Occupational Health Contract

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.

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.

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.

<b>Decision by</b>	Sue Evans - Interim Director of Human Resources and Organisational Development
<b>Date added</b>	8 March 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Legal, finance and procurement advisers. Stakeholders including schools.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Colin Chadwick Tel: 033 022 23283
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

## Director of Finance and Support Services

### Award of Contract(s) Information Technology Services

*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.*

*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*

<i>July 2021.</i>	
<b>Decision by</b>	Katharine Eberhart - Director of Finance and Support Services
<b>Date added</b>	14 April 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Stewart Laird Tel: 033022 25310
<b>Contact</b>	Suzannah Hill Tel: 0330 222 2551

## Environment and Climate Change

### Cabinet Member for Environment

<b>West Sussex Minerals and Waste Development Scheme 2021-2024</b>	
<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>	
<b>Decision by</b>	Cllr Urquhart - Cabinet Member for Environment
<b>Date added</b>	15 March 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Rupy Sandhu Tel: 033 022 26454
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Finance and Property

### Leader, Cabinet Member for Finance

<b>Performance Monitor (Rolling Entry)</b>	
<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>	
<b>Decision by</b>	Cllr Marshall - Leader Cllr Hunt - Cabinet Member for Finance
<b>Date added</b>	1 April 2020
<b>Month</b>	Before March 2022
<b>Consultation/ Representations</b>	Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Cabinet Member for Finance

<b>Review of Property Holdings (Rolling Entry)</b>	
<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 <a href="#">Asset Management Policy and Strategy</a>. An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.</p> <p>Reports pertaining to this rolling Forward Plan entry will be published between 01 April 2020 and 31 March 2021.</p>	
<b>Decision by</b>	Cllr Hunt - Cabinet Member for Finance
<b>Date added</b>	1 April 2020
<b>Month</b>	Before March 2022
<b>Consultation/ Representations</b>	Local Members Representation can be made via the officer contact.
<b>Background</b>	None

<b>Documents</b> (via website)	
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

### Cabinet

<b>Emergency Central Government Funding (Rolling Entry)</b>	
<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>	
<b>Decision by</b>	CAB - Cabinet
<b>Date added</b>	25 February 2020
<b>Month</b>	Before March 2022
<b>Consultation/ Representations</b>	Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Tony Kershaw Tel: 033 022 22662
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Director of Property and Assets

<b>Award of Contract: Demolition of Former Year 7 Chichester High School Block</b>	
<p>A Leader Decision in June 2019 (<a href="#">LDR01 19.20</a>) supported the inclusion in the Capital Programme of the demolition of the former Year 7 block at Chichester High School.</p> <p>The freehold estate of the site is held by the County Council. A Cabinet Member for Finance decision in March 2020 (<a href="#">FIN02 20-21</a>) declared the site surplus to service operational requirements.</p> <p>The Director Property and Assets will be asked to award a contract for the demolition of the former Year 7 Chichester High School block.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	14 April 2021

<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

## Highways and Transport

### Executive Director Place Services

<b>Burgess Hill Place and Connectivity Programme A2300 Improvements: Endorsement Additional Improvements and Allocation of Funding</b>	
<p>In March 2019 a Leader Decision approved the Burgess Hill Place and Connectivity Programme (<a href="#">LDR09</a> 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 <a href="#">A2300 Corridor Improvements Scheme</a>. 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>	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>Date added</b>	25 February 2021
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Jackson-Cole Tel: 033 022 25445



<b>Contact</b>	Suzannah Hill Tel: 033 022 22551
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**Cabinet Member for Highways and Infrastructure**

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

**Cabinet Member for Highways and Infrastructure**

<b>West Sussex County Council Vehicle Removal Policy</b>	
<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</p>	

circumstances:

- 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

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.

<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>Date added</b>	1 December 2020
<b>Month</b>	May 2021
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

<b>West Sussex Transport Plan - Consultation Draft</b>	
<p>The West Sussex Transport Plan (the County Council's main policy on transport and a statutory document) is being reviewed to update the County Council's strategic approach to investment in the transport network up to 2036.</p> <p>The new Transport Plan will build on the three previous Plans and take account of the current policy context and creation of new funding streams and strategic partners. The Transport Plan is also expected to build on the Local Plans prepared by the Local Planning Authorities which guide decision-making on new developments.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the draft West Sussex Transport Plan for consultation.</p>	
<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>Date added</b>	29 April 2021
<b>Month</b>	June 2021

<b>Consultation/ Representations</b>	Environment and Communities Scrutiny Committee - 9 June 2021  Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Darryl Hemmings Tel: 033 022 26437
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Public Health and Wellbeing

None

## Support Services and Economic Development

None