

# 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 measures, 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 and Property 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 Katherine De La Mora on 033 022 22535, email [katherine.delamora@westsussex.gov.uk](mailto:katherine.delamora@westsussex.gov.uk).

**Published: 22 July 2021**

## Forward Plan Summary

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

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4	Cabinet Member for Adults Services	Highwood Mill Extra Care Scheme Procurement	July 2021
5	Cabinet	Residential based in-house services, Marjorie Cobby House, Selsey	November 2021
6	Cabinet	Shaw Healthcare Day Services Review	November 2021
7	Executive Director Adults and Health	Highwood Mill Extra Care Scheme Award of Contract	November 2021
7	Executive Director Children, Young People and Learning	Family and Community Support Services - Award of Contract	July 2021
8	Cabinet	Early Help Service Redesign	July 2021
9	Cabinet Member for Children and Young People	Procurement of a Recording System for Children, Young People and Learning	July 2021
10	Executive Director Children, Young People and Learning	Award of contract - Accommodation services for young people aged 16+	August 2021
11	Executive Director Children, Young People and Learning	Continuing arrangements for the provision of urgent and specialist support for children and young people	August 2021
11	Cabinet Member for Children and Young People	Procurement of a framework for urgent and specialist support for children and young people	August 2021
12	Cabinet Member for Learning and Skills	Provision of an All Weather Pitch at The Forest School, Horsham	July 2021
13	Cabinet Member for Learning and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	July 2021
13	Director of Property and Assets	Award of contract for installation of Modular Teaching Unit at Oak Grove College, Worthing	July 2021
14	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery	July 2021
15	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery	July 2021
16	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding	July 2021
16	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding	July 2021
17	Director of Property and Assets	Award of Contract for the Woodlands Meed College New Build Project	July 2021
18	Director of Property and Assets	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	July 2021

19	Director of Property and Assets	Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project	July 2021
19	Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	July 2021
20	Director of Education and Skills	Award of a Pseudo-Dynamic Purchasing System for Independent Alternative Provision for children with Special Educational Needs and Disabilities (SEND)	July 2021
21	Cabinet Member for Learning and Skills	Allocation of Funding for Investment in Site Security and Fencing Improvements in West Sussex Maintained Schools	July 2021
22	Director of Property and Assets	Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton	August 2021
22	Director of Education and Skills	Contract Extension for the Provision of Adult Community Education	September 2021
23	Director of Environment and Public Protection	Electric Vehicle Chargepoint Network: Contract Award	August 2021
24	Director of Environment and Public Protection	Award of contract for the collection of recycling and general waste from the West Sussex estate and schools	August 2021
25	Cabinet Member for Environment and Climate Change	Proposed Extension to Rampion Offshore Wind Farm: approval of consultation response	September 2021
26	Director of Property and Assets	Procurement of Heating Plant Replacement at Parkside, Horsham	July 2021
26	Cabinet Member for Finance and Property	Property Holdings (Rolling Entry)	Between April 2021 and March 2022
27	Leader, Cabinet Member for Finance and Property	Performance Monitor (Rolling Entry)	Before March 2022
28	Cabinet	Emergency Central Government Funding (Rolling Entry)	Between February 2021 and March 2022
28	Cabinet Member for Highways and Transport	Review of the Integrated Parking Strategy	July 2021
29	Cabinet Member for Highways and Transport	West Sussex County Council Vehicle Removal Policy	July 2021
30	Cabinet Member for Highways and Transport	West Sussex Road and Street Works Lane Rental Scheme	July 2021
31	Executive Director Adults and Health	Better Care Fund Section 75 Agreement 2020-21 and 2021-22	July 2021
32	Cabinet Member for Public Health and Wellbeing	Endorsement of Future arrangements for the West Sussex Wellbeing Programme	September 2021
33	Director of Finance and Support Services	Award of Contract(s) Information Technology Services	July 2021
33	Director of Law and Assurance	County Council Insurance Provision Procurement	July 2021

# Leader

None

## Adults Services

### 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>	July 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

<b>Residential based in-house services, Marjorie Cobby House, Selsey</b>	
<p>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.</p> <p>Marjorie 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.</p> <p>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.</p> <p>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 Marjorie Cobby House. At the scrutiny committee it was identified that this will involve a 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 Marjorie Cobby and the provision of residential based in-house services at this setting.</p>	
<b>Decision by</b>	Cllr Crow, Cllr Hunt, Cllr Lanzer, Cllr A Jupp, Cllr Urquhart, Cllr Waight, Cllr Russell, Cllr N Jupp, Cllr Marshall, Cllr J Dennis - Cabinet
<b>Date added</b>	1 March 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<p>Health and Adult Social Care Scrutiny Committee on 13 January 2021</p> <p>Full consultation to undertaken prior to decision</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>	None

(via website)	
<b>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Cabinet

<b>Shaw Healthcare Day Services Review</b>	
<p>Shaw Healthcare Ltd hold a contract with West Sussex County Council to provide 12 Residential Care and Nursing Homes across West Sussex. Six of these services also have a Day Service offer. In May 2018, a Cabinet decision (<a href="#">Report Ref: AH2 2018/19</a>) was taken which confirmed a three phased approach to making investment in the Shaw Healthcare Ltd contract, the third phase being the review of day services. In November 2020, as part of the Council's savings plans, the intention was confirmed to extend the review to assess whether all of the day services are required, whether they provide best use of public money and if not, what should change in order to deliver better outcomes for people. (<a href="#">Report Ref: CAB 11 20/21</a>)</p> <p>As part of the review of this provision, the County Council will now undertake a 6-week public consultation on the future of the services, with consideration of the outcomes of the review to date and the identification of savings. The process of consultation will be completed by the end of July 2021. The outcomes of the review, responses from the consultation and considerations of the Equalities Impact Assessment will then be presented to Cabinet to inform the decision on the future of the day service offer within the Shaw Healthcare Ltd services.</p>	
<b>Decision by</b>	Cllr Crow, Cllr Hunt, Cllr Lanzer, Cllr A Jupp, Cllr N Jupp, Cllr Marshall, Cllr J Dennis, Cllr Russell, Cllr Waight, Cllr Urquhart - Cabinet
<b>Date added</b>	10 June 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<p>Pre-engagement of customers and carers of services potentially affected.</p> <p>Full consultation to be undertaken prior to decision</p> <p>Health and Adult Social Care Scrutiny Committee to consider the outcome of the consultation.</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>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Executive Director Adults and Health

### Highwood Mill Extra Care Scheme Award of Contract

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.

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.

<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

#### Family and Community Support Services - Award of Contract

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 [CYP02 \(20/21\)](#) refers).

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.

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.

<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 N Jupp, Cllr Marshall, Cllr J Dennis, Cllr Urquhart, Cllr Waight, Cllr Russell, Cllr Crow, Cllr Hunt, Cllr A Jupp, Cllr Lanzer - Cabinet
<b>Date added</b>	14 May 2021



<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	Children and Young People's Services Scrutiny Committee – 20 July 2021  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.
<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**

<b>Procurement of a Recording System for Children, Young People and Learning</b>	
<p>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.</p> <p>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.</p> <p>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 £1.8m over two years which includes the purchase, licence, support and implementation costs.</p> <p>The Cabinet Member for Children and Young People will be asked to approve;</p> <ol style="list-style-type: none"> <li>(1) The commencement of a procurement for a system(s) to achieve consolidation and integration of recording systems and to</li> <li>(2) Delegate authority, to the Executive Director of CYPL to award the contract(s).</li> </ol>	
<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**

<b>Award of contract - Accommodation services for young people aged 16+</b>	
<p>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 <a href="#">CYP03(20/21)</a> 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.</p> <p>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.</p> <p>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.</p>	
<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

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

<b>Continuing arrangements for the provision of urgent and specialist support for</b>
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### children and young people

The County Council has experienced a high volume of requests for specialist care and support for children and young people at short notice and often in emergency situations. Services are currently procured from individual specialist staffing agencies as required. No existing framework or dynamic purchasing system (DPS) is able to meet the needs of these vulnerable children due to the specialist services required and the notice periods given.

The Executive Director of Children, Young People and Learning will be asked to approve the necessary arrangements to enable the continuation of the provision of urgent and specialist support for children and young people.

<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	22 July 2021
<b>Month</b>	August 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director for Children, Young People and Learning via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Thomas Strivens Tel: 033 022 22082
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Children and Young People

#### Procurement of a framework for urgent and specialist support for children and young people

The Council has experienced a high volume of requests for specialist care and support for children and young people at short notice and often in emergency situations. Services are currently procured from individual specialist staffing agencies as required. No existing framework or dynamic purchasing system (DPS) is able to meet the needs of these vulnerable children due to the specialist services required and the notice periods given.

The Cabinet Member for Children and Young People will be asked to approve the procurement of a framework for the provision of urgent and specialist support for children and young people and to approve the delegation of authority to the Executive Director of Children, Young People and Learning to award to the framework.

<b>Decision by</b>	Cllr Russell - Cabinet Member for Children and Young People
<b>Date added</b>	22 July 2021
<b>Month</b>	August 2021

<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member 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>	Stephen Humphries
<b>Contact</b>	Wendy Saunders Tel: 033 022 2253

## Learning and Skills

### 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>	July 2021
<b>Consultation/ Representations</b>	<p>School Parents and local residents Parish and District Councils</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)	Cabinet Member Decision ES02 (20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051

<b>Contact</b>	Wendy Saunders Tel: 033 022 22553
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**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>	July 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 installation of Modular Teaching Unit at Oak Grove College, Worthing</b>	
<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 approved the allocation of capital funding to provide additional accommodation at Oak Grove College (<a href="#">decision reference ES17(20/21)</a> 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.</p> <p>On completion of the procurement process the Director of Property and Assets will be</p>	

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>	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)	Cabinet Member decision ES17(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 - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery</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 Edward Bryant 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 Edward Bryant Primary School in Bognor Regis.</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 Edward Bryant Primary School to proceed.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 February 2021
<b>Month</b>	July 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 - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery</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 Felpham Community College (<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 Felpham Community College in Bognor Regis.</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 Felpham Community College to proceed.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 February 2021
<b>Month</b>	July 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 - 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 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.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 December 2020
<b>Month</b>	July 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>	July 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

#### **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 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>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	21 April 2021

<b>Month</b>	July 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

<b>Award of contract for construction of an All Weather Pitch at The Forest School, Horsham</b>	
<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 <a href="#">ES02(20/21)</a>). 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>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	11 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 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

<b>Extension to the Pre-Construction Services Agreement for 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 (Decision reference <a href="#">CAB03 (20/21)</a> 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>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.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	29 April 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	<p>College Governing Body</p> <p>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.</p>
<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

#### Director of Property and Assets

<b>Award of contract for the expansion of Palatine Primary School</b>	
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

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

##### **Award of a Pseudo-Dynamic Purchasing System for Independent Alternative Provision for children with Special Educational Needs and Disabilities (SEND)**

In March 2021 the Cabinet Member for Education and Skills approved the commencement of a procurement process for a new Pseudo-Dynamic Purchasing System (P-DPS), to enable Independent Alternative Provision (IAP) which is non-regulated and supports the educational requirements of individual children with SEND to be commissioned.

As part of the decision the Cabinet Member also delegated authority to the Director of Education and Skills to implement the P-DPS for the supply of IAP (decision [ES16\(20/21\)](#) refers).

The procurement is being undertaken and, on conclusion, the Director of Education and Skills will be asked to award the contracts to providers that meet the criteria and standards required to join the P-DPS.

<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
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<b>Date added</b>	28 May 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES16 (20/21)
<b>Author</b>	Linda Jones Tel: 033 022 28559
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

<b>Allocation of Funding for Investment in Site Security and Fencing Improvements in West Sussex Maintained Schools</b>	
<p>The County Council's Lockdown Policy for schools was published in 2019 and provides guidance on managing the safety of staff and pupils during a potential security incident. As a result of individual school risk assessments, carried out to meet the requirements of the Policy, a number of schools have requested exceptional support with funding improvements to school sites which directly link with ensuring the safeguarding of the children in their care. These requests mainly relate to the need for improved boundary fencing to secure the school site. Current funding devolved to schools direct, i.e. devolved formula capital grant is not proving sufficient to fully fund these works.</p> <p>The capital maintenance budget for the 2021/22 year is fully committed, therefore a specific capital allocation is sought to enable improvements to be carried out at a number of school sites to minimise the risk to pupils and staff of intruders and/or to ensure the site is sufficiently secure to ensure pupils are safe and secure whilst on site.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of funding for these works to be financed from funds within the approved capital programme.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	18 June 2021
<b>Month</b>	July 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)	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 to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton**

River Beach Primary School is a 3 form of entry Academy located in Littlehampton. Due to increased pupil population in Littlehampton, the school currently accommodates an increased intake of 30 pupils by using a 35+ year old modular unit that has reached the end of its life.

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including the expansion of River Beach ([decision ES10 \(20/21\)](#) refers). As part of the decision the Cabinet Member also delegated authority to the Director of Property and Assets to undertake a procurement exercise and to enter into contracts for delivery of the projects. At the time of this decision it was not considered that an individual project would require an allocation in excess of £500,000; following a feasibility study the works required at River Beach are anticipated to exceed this value, meeting the criteria for an individual officer key decision.

The Director of Property and Assets will be asked to approve the award of contract for the expansion of River Beach Primary School.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	18 June 2021
<b>Month</b>	August 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 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 ES10(20/21)
<b>Author</b>	Paul Hemming Tel: 033 022 23519
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Education and Skills

#### **Contract Extension for the Provision of Adult Community Education**

West Sussex County Council currently provides adult community education for the residents of West Sussex through a subcontracting model, predominantly delivered by Aspire Sussex Ltd (Aspire). Provision is entirely externally funded via the Department for

Education through the Education and Skills Funding Agency (ESFA) and where appropriate, fees paid by the learners. The County Council is accountable to the ESFA for the use of the funding and to Ofsted for the quality and effectiveness of provision.

Aspire were awarded a contract on an initial three-year term, commencing 1 August 2017, with the option for up to a four-year extension.

In April 2020, a two-year contract extension was approved which runs until August 2022 (decision [OKD01\(20/21\)](#) refers); the contract value is approximately £2.74m per year. The intention is to extend the contract for the final two years; taking up this extension will allow the County Council to explore future delivery models.

The Director of Education and Skills will be asked to approve the extension of the contract with Aspire for the final two years, to 31 August 2024, with a break clause in for August 2023.

<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>Date added</b>	23 June 2021
<b>Month</b>	September 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Officer Key Decision to extend the contract OKD01(20/21)
<b>Author</b>	Andrew Bishop Tel: 033 022 25399
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Community Support, Fire and Rescue

None

## Environment and Climate Change

### Director of Environment and Public Protection

#### Electric Vehicle Chargepoint Network: Contract Award

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

The process has involved substantial involvement from the district and borough councils

who have all supported the approach taken.

The formal procurement process has commenced and, on completion, the Director of Environment and Public Protection will be asked to approve the award of the contract to the preferred contractor to deliver and operate a chargepoint network across West Sussex.

<b>Decision by</b>	Steve Read - Director of Environment and Public Protection
<b>Date added</b>	18 June 2021
<b>Month</b>	August 2021
<b>Consultation/ Representations</b>	District and Borough councils Internal stakeholders including legal, finance, procurement and highways  Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Ruth O'Brien Tel: 033 022 26455
<b>Contact</b>	Judith Shore Tel: 033 022 26052

#### **Director of Environment and Public Protection**

##### **Award of contract for the collection of recycling and general waste from the West Sussex estate and schools**

West Sussex County Council has a statutory duty of care under Section 34 of the Environmental Protection Act 1990 to dispose of waste it produces at its premises, this includes a duty to undertake recycling. To meet this duty of care, waste and recycling collection arrangements are in place for sites provided under a framework contract that expires on 30 September 2021.

A tender process was started in April 2021 to ensure that the County Council continued to meet its statutory duty.

The Director of Environment and Public Protection will be asked to award the contract for the collection of recycling and general waste from the West Sussex estate and schools and to extend, if appropriate, in accordance with the Council's Standing Orders on Procurement and Contracts.

<b>Decision by</b>	Steve Read - Director of Environment and Public Protection
<b>Date added</b>	22 July 2021
<b>Month</b>	August 2021
<b>Consultation/ Representations</b>	Director of Law and Assurance Director of Finance and Support Services



	Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Gareth Rollings Tel: 033 022 24161
<b>Contact</b>	Judith Shore Tel: 022 033 26052

### **Cabinet Member for Environment and Climate Change**

<b>Proposed Extension to Rampion Offshore Wind Farm: approval of consultation response</b>	
<p>Rampion Extension Development Limited (REDL) propose to extend the existing Rampion Offshore Wind Farm off the Sussex coast. The proposal, Rampion 2, is a Nationally Significant Infrastructure Project (NSIP) requiring a Development Consent Order (DCO) from the Secretary of State (rather than planning permission from the local planning authority). The County Council is a statutory consultee in the DCO process.</p> <p>Rampion 2 will have a generating capacity of up to 1,200MW, compared with 400MW for Rampion 1. The offshore element of Rampion 2 will be located within an area of search to the west and south east of the existing wind farm together with a small link or 'bridge' area between the two areas for cabling. The onshore elements of the scheme include a buried transmission cable running for approximately 36km between a landfall at Climping Beach, near Littlehampton, and a 'satellite' project substation located within a 5km radius of the Bolney National Grid Substation.</p> <p>REDL will undertake formal consultation on the proposal from 14 July to 16 September 2021.</p> <p>The Cabinet Member for Environment and Climate Change will be asked to approve the County Council's response to the formal consultation.</p>	
<b>Decision by</b>	Cllr Urquhart - Cabinet Member for Environment and Climate Change
<b>Date added</b>	1 July 2021
<b>Month</b>	September 2021
<b>Consultation/ Representations</b>	<p>All-Member briefing will be held in July 2021. Following that, Members will be invited to submit comments to the officers preparing the County Council's response. Informal consultation on the draft response will take place with members of the Environment and Communities Scrutiny Committee.</p> <p>Internal consultation with officers in the County Council and officers in other affected authorities in West Sussex.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Environment and Climate Change, via the officer contact, by the beginning of the month in which the</p>

	decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Mike Elkington Tel: 033 022 26463
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Finance and Property

### Director of Property and Assets

<b>Procurement of Heating Plant Replacement at Parkside, Horsham</b>	
<p>Parkside is a commercial administrative office in Horsham, owned by West Sussex County Council and functioning 24 hours a day seven days a week. The boilers supplying the heating and hot water are 28 years old, obsolete and started to fail. A feasibility study was delivered by consultants in October 2020 looking at all options to heat the building going forward. It is recommended that the existing boilers are replaced with new highly efficient units that will integrate renewable technology for the future. Funding for the procurement will come from the previously allocated block Capital Maintenance programme.</p> <p>The Cabinet Member for Finance and Property will be asked to endorse the procurement and delegate to the Director for Property and Assets the authority to award the contract. (A further decision report will be published at that time as appropriate).</p>	
<b>Decision by</b>	- Director of Property and Assets
<b>Date added</b>	2 June 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	<p>The project will be issued on the In-Tend procurement system, early engagement and qualifying questions with potential Contractors will commence shortly, with a shortlist being drawn up ready for the full tender to be issued.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Jeremy Rigby Tel: 033 022 26460
<b>Contact</b>	Suzannah Hill Tel. 022 033 22551

### Cabinet Member for Finance and Property

<b>Property Holdings (Rolling Entry)</b>
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The County Council's West Sussex Plan sets 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.

<b>Decision by</b>	Cllr Hunt - Cabinet Member for Finance and Property
<b>Date added</b>	1 April 2021
<b>Month</b>	Between April 2021 and March 2022
<b>Consultation/ Representations</b>	Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill tel. 033 022 22551

#### **Leader, Cabinet Member for Finance and Property**

<b>Performance Monitor (Rolling Entry)</b>	
The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Property will be recommended to approve the Performance Monitor and any items of financial and performance management within the Monitor.	
<b>Decision by</b>	Cllr Marshall - Leader Cllr Hunt - Cabinet Member for Finance and Property
<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**

### **Emergency Central Government Funding (Rolling Entry)**

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.

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.

<b>Decision by</b>	- Cabinet
<b>Date added</b>	15 February 2021
<b>Month</b>	Between February 2021 and March 2022
<b>Consultation/ Representations</b>	Representations can be made to the officer contact
<b>Background Documents</b> (via website)	
<b>Author</b>	Tony Kershaw Tel: 033 022 22662
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## **Highways and Transport**

### **Cabinet Member for Highways and Transport**

#### **Review of the Integrated Parking Strategy**

The County Council's Integrated Parking Strategy (IPS) was previously reviewed in 2014 and, in the context of recent changes in national, regional and local conditions, requires a further review. The IPS will sit within and contribute towards the County Council's wider transport, economic, community, environment, and health strategies.

The revised IPS will cover the period to 2024 and will seek to ensure that the County Council's parking policies remain appropriate and effective at meeting the needs of local communities, its traffic management responsibilities and the wider policies and agenda.

The Cabinet Member for Highways and Transport will be asked to approved a revised Integrated Parking Strategy.

<b>Decision by</b>	Cllr J Dennis - Cabinet Member for Highways and Transport
<b>Date added</b>	19 February 2020
<b>Month</b>	July 2021

<b>Consultation/ Representations</b>	All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders  Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Transport, 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 Transport**

<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 circumstances:</p> <ul style="list-style-type: none"> <li>• Persistent evader vehicles found parked in contravention</li> <li>• Fraudulent use of disabled persons parking blue badges or an article that purports to be a disabled blue badge</li> <li>• Parked using a fraudulent on-street parking permit, voucher or pay and display parking ticket, inclusive of cashless parking sessions and virtual permits.</li> <li>• Parked in a manner that causes serious obstruction to emergency services and other road users</li> <li>• Abandoned and Untaxed Vehicles</li> </ul> <p>The Cabinet Member for Highways and Transport 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>	
<b>Decision by</b>	Cllr J Dennis - Cabinet Member for Highways and Transport
<b>Date added</b>	1 December 2020
<b>Month</b>	July 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 Transport, 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 Transport**

<b>West Sussex Road and Street Works Lane Rental Scheme</b>	
<p>The New Roads &amp; Street Works Act 1991, as amended, contains provision for Highway Authorities to operate Lane Rental Schemes that involve charging promoters of street and road works for the time their works occupy the highway network.</p> <p>The County Council has a well-run operational Permit Scheme however, as there is no cost associated with the duration or timing of the works, there is no financial incentive for works promoters to reduce the number of days taken to complete the works or to work outside the busiest periods.</p> <p>It is anticipated that a Lane Rental Scheme, which will enable the County Council to charge for occupation of the most traffic sensitive streets at traffic sensitive times, will encourage the planning of works outside of these times and lead to reduced delays for road users.</p> <p>The Cabinet Member for Highways and Transport will be asked to introduce a Lane Rental Scheme in West Sussex, subject to approval by the Secretary of State for Transport.</p>	
<b>Decision by</b>	Cllr J Dennis - Cabinet Member for Highways and Transport
<b>Date added</b>	18 June 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	<p>Local neighbouring Highway Authorities, utility companies, road user representative groups and non-government organisations            Director of Law and Assurance            Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Transport, 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>	Jeff Elliot Tel: 033 022 25973
<b>Contact</b>	Judith Shore Tel: 033 022 26052

# Public Health and Wellbeing

## Executive Director Adults and Health

### Better Care Fund Section 75 Agreement 2020-21 and 2021-22

The Better Care Fund (BCF) is a programme spanning both the NHS and local government which seeks to join-up health and care services, so that people can manage their own health and well-being and live independently in their communities for as long as possible.

The programme is planned and delivered at Health and Wellbeing Board area level across England. For West Sussex, day to day oversight of BCF is within the remit of the Joint Commissioning Strategy Group on behalf of the Health and Wellbeing Board. BCF planning is undertaken on an annual process, which follows the issuing of national BCF planning guidance from NHS England.

The national BCF programme requires local systems to enter into a joint commitment via an Agreement under Section 75 of the NHS Act. This enables budgets and decision-making authority to be delegated between West Sussex County Council and West Sussex Clinical Commissioning Group (CCG), to the benefit of the BCF Programme.

During the year 2020-21, the unprecedented circumstances of Covid-19 meant that the national monitoring of BCF was suspended, and in addition the planning guidance for that year was not issued until December 2020, allowing only for a very limited planning opportunity. This resulted in agreements from the previous year being rolled forward.

Following a further opportunity that has now been had to review the previous Section 75 agreement in place, an updated 2-year version has been drafted to retrospectively cover the year 2020-21 (last year) and this year's programme – 2021-22. The core terms of the agreement are very similar to previous agreements, however key items have been updated for accuracy. These clarify some terms as well as reflect the local reorganisation of Clinical Commissioning Groups in 2020.

The updated draft of the Section 75 agreement has been appraised by County Council Legal Services, and also independently by CCG legal services, and is now ready to be signed by West Sussex County Council and the CCG.

As 2021-22 national planning guidance is not expected to be issued until July 2020, an update to the financial schedules of the agreement will be introduced by variation during the year, once this year's planning is complete. However, it is considered good practice to enter into this agreement as soon as possible to ensure a suitable legal agreement is in place for the current arrangements.

This decision will confirm that West Sussex County Council will enter into the BCF Section 75 agreement, which retrospectively updates the terms for 2020-21, and also provides the agreement for 2021-22.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	1 July 2021
<b>Month</b>	July 2021

<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Chris Clark Tel: 033 022 25305
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Cabinet Member for Public Health and Wellbeing**

<b>Endorsement of Future arrangements for the West Sussex Wellbeing Programme</b>	
<p>In October 2018, the Cabinet Member for Adults and Health in accordance with Key Decision Report Ref: <a href="#">AH9 (18/19)</a> agreed the endorsement of future arrangements for the West Sussex Wellbeing programme in order to establish the current agreement from 1st April 2019.</p> <p>The West Sussex Wellbeing Programme is a partnership between West Sussex County Council and the seven district and borough councils to improve the health and wellbeing of the population and reduce health inequalities. The provision of a Wellbeing service delivers a prevention programme focusing on modifiable lifestyle risk factors and the wider role that District and Borough councils play in shaping the wider determinants of health, including housing, planning, leisure and green space, environmental health and economic development. The programme is in the final year of its current three year agreement.</p> <p>The Cabinet Member for Public Health and Wellbeing is asked to endorse the new agreements for West Sussex Wellbeing, the adult health and prevention partnership programme between West Sussex County Council and the seven District and Borough Councils. The new agreements will be effective from 1st April 2022.</p>	
<b>Decision by</b>	Cllr Lanzer - Cabinet Member for Public Health and Wellbeing
<b>Date added</b>	22 July 2021
<b>Month</b>	September 2021
<b>Consultation/ Representations</b>	<p>Internal Consultation: Councillor Amanda Jupp, Cabinet Member for Adults Services</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member 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)	West Sussex Wellbeing Site
<b>Author</b>	Tamsin Cornwall Tel: 033 022 28709
<b>Contact</b>	Erica Keegan Tel: 033 0226050



# Support Services and Economic Development

## Director of Finance and Support Services

<b>Award of Contract(s) Information Technology Services</b>	
<p><i>In December 2020 the Cabinet Member for Economy &amp; 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> <p><i>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.</i></p> <p><i>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.</i></p>	
<b>Decision by</b>	Katharine Eberhart - Director of Finance and Support Services
<b>Date added</b>	14 April 2021
<b>Month</b>	July 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

## Director of Law and Assurance

<b>County Council Insurance Provision Procurement</b>	
<p>West Sussex County Council is approaching the end of its existing Long-Term Agreements with insurers for Material Damage, Casualty, Motor, Crime, Personal Accident covers. In line with Public Procurement legislation, authority has been given by the Director of Law and Assurance to commence a procurement exercise to tender the insurance portfolio in time for renewal on 29 September 2021. The award of contract will be taken at that point when a key decision report will be published covering the outcome of the procurement process and the proposals for contract award.</p>	
<b>Decision by</b>	Tony Kershaw - Director of Law and Assurance

<b>Date added</b>	23 June 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	<p>Market engagement. Consultation with Cabinet Member for Finance and Property</p> <p>Representation can be made via the officer contact at the beginning in the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Neil Robb Tel: 033022 29426
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551