

# 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: 27 October 2021**

## Forward Plan Summary

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

<b>Page No</b>	<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
5	Executive Director Adults and Health	Winter Commissioning 2021-2022 Award of Contract(s)	October 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	Day Services (Adults with Learning Disabilities) Contracts Extension	November 2021
8	Cabinet Member for Adults Services	Grant Funding - Statutory Duty, Domestic Abuse Act 2021	December 2021
10	Executive Director Adults and Health	Direct Payment Service Contract Extension	December 2021
10	Executive Director Adults and Health	Highwood Mill Extra Care Scheme Award of Contract	January 2022
11	Executive Director Adults and Health	Food Supply and delivery of Meals on Wheels	March 2022
12	Executive Director Children, Young People and Learning	Continuing arrangements for the provision of urgent and specialist support for children and young people	October 2021
13	Cabinet Member for Children and Young People	Procurement of a framework for urgent and specialist support for children and young people	October 2021
13	Cabinet Member for Children and Young People	Additional Funding Allocation for Remodelling of Orchard House Children's Home	November 2021
14	Executive Director Children, Young People and Learning	Award of block contract accommodation services for young people aged 16+	December 2021
15	Executive Director Children, Young People and Learning	Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services	December 2021
16	Director of Property and Assets	Award of Contract for the Woodlands Meed College New Build Project	October 2021
17	Director of Property and Assets	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	October 2021
17	Director of Property and Assets	Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project	October 2021
18	Cabinet Member for Learning and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	October 2021
19	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding	October 2021
20	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding	October 2021
20	Cabinet Member for Learning and Skills	Procurement of a School Information and Financial Management System	October 2021
21	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor	October 2021

		Regis - Allocation of Funding for Project Delivery	
22	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery	October 2021
23	Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	October 2021
23	Director of Property and Assets	Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton	October 2021
24	Cabinet Member for Learning and Skills	Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Project Delivery	November 2021
25	Director of Education and Skills	Contract Extension for the Provision of Adult Community Education	November 2021
26	Director of Education and Skills	Allocation of Funding for a Christmas Holiday Activities and Food Programme	November 2021
26	Cabinet Member for Learning and Skills	Recommendation of a provider to run the new Burgess Hill Northern Arc All-Through School	December 2021
27	Director of Property and Assets	Award of contract for works to expand Lindfield Primary Academy, Haywards Heath	December 2021
28	Cabinet	West Sussex Fire and Rescue Service Annual Statement of Assurance and Annual Report 2020-21	December 2021
29	Cabinet	West Sussex Fire and Rescue Service Community Risk Management Plan 2022-26	March 2022
30	Cabinet Member for Environment and Climate Change	West Sussex Local Flood Risk Management Strategy	October 2021
31	Director of Environment and Public Protection	Award of design and build contract at the Halewick Lane battery storage site	October 2021
31	Director of Environment and Public Protection	Award of contract for performance monitoring, operation and maintenance of rooftop solar PV systems owned by West Sussex County Council	October 2021
32	Cabinet	Gatwick Northern Runway - approval of consultation response	November 2021
33	Director of Highways, Transport and Planning	Maintenance of Paghham Harbour Local Nature Reserve	November 2021
34	Director of Environment and Public Protection	Award of Demand Side Response Management contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm	December 2021
34	Cabinet Member for Finance and Property	Property Holdings (Rolling Entry)	Between April 2021 and March 2022
35	Cabinet Member for Finance and Property, Cabinet, Leader	Performance and Resources Report (Rolling Entry)	Between April 2021 and March 2022
35	Cabinet	Emergency Central Government Funding (Rolling Entry)	Between February 2021 and March 2022

36	Director of Property and Assets	Procurement and Award of Contract Heating Plant Replacement at Parkside, Horsham	November 2021
37	Director of Property and Assets	Award of Framework Agreements for Construction Framework	December 2021
37	Cabinet Member for Highways and Transport	West Sussex Bus Service Improvement Plan	October 2021
38	Director of Highways, Transport and Planning	Establishment of a Dynamic Purchasing System for passenger transport services	November 2021
39	Cabinet Member for Highways and Transport	A29 Realignment Phase 1 - Compulsory Purchase Order	November 2021
40	Cabinet Member for Highways and Transport	On-Street Parking Management in West Sussex	December 2021
40	Director of Highways, Transport and Planning	Adur and Worthing Councils Agency Agreement for Parking	December 2021
41	Director of Highways, Transport and Planning	Award of Contract for Highways Client Support Services	December 2021
42	Director of Highways, Transport and Planning	Award of Highway Improvement Contracts - phase 1 (Lots 4, 5 & 6)	December 2021
43	Director of Highways, Transport and Planning	A284 Lyminster bypass (north) - Construction Contract Award	December 2021
43	Cabinet Member for Highways and Transport	Highways and Transport Delivery Programmes 2022/2023	January 2022
44	Director of Highways, Transport and Planning	Award of Highway Improvement Contracts - phase 2 (Lots 4, 5 & 6)	January 2022
45	Director of Highways, Transport and Planning	Award of Contract for Highways Core Professional Services	January 2022
46	Cabinet Member for Public Health and Wellbeing	Contract arrangements for Community Advice & Support	November 2021
47	Director of Finance and Support Services	Award of Contract(s) Information Technology Services	October 2021
47	Director of Finance and Support Services	Award of Contract: Design and Implementation Support Service	October 2021
48	Executive Director Place Services	Worthing Public Realm Improvements, Railway Approach: Endorsement Detailed Design Stage and Funding Arrangements	November 2021

# Leader

None

## Adults Services

### Executive Director Adults and Health

<b>Winter Commissioning 2021-2022 Award of Contract(s)</b>	
<p>The Council is developing plans to respond to seasonal pressures for the period between October 2021 and March 2022 in consultation and partnership with our NHS partners. The seasonal pressure plan will potentially include the commissioning of both Care and Support at Home and residential based service provision as well as other services that support hospital discharge or enable people to remain independent at home.</p> <p>The health and social care system face increased pressures during this period, particularly in the winter months that place increased demands on services. This year this is likely to be exacerbated by continued pressures as a result of the Covid-19 pandemic. Seasonal pressure plans are designed to ensure discharges from hospital, avoid admission to hospital or increase the flow across health and social care and access to services during pressured periods.</p> <p>Following the decision made by the Cabinet Member for Adult Services on the agreement of the Health and Social Care Seasonal Pressures Plan 2021/22 and commencement of procurement, the Executive Director, Adults and Health will be asked to approve the award of contract(s).</p>	
<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	30 July 2021
<b>Month</b>	October 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>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Cabinet

<b>Residential based in-house services, Marjorie Cobby House, Selsey</b>
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.

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.

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 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.

<b>Decision by</b>	Cllr Crow, Cllr J Dennis, Cllr Lanzer, Cllr Hunt, Cllr A Jupp, Cllr Russell, Cllr Urquhart, Cllr N Jupp, Cllr Waight, Cllr Marshall - Cabinet
<b>Date added</b>	1 March 2021
<b>Month</b>	November 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

## Cabinet

### Shaw Healthcare Day Services Review

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 ([Report Ref: AH2 2018/19](#)) 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. ([Report Ref: CAB 11 20/21](#))

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.

<b>Decision by</b>	Cllr Crow, Cllr J Dennis, Cllr A Jupp, Cllr Waight, Cllr Hunt, Cllr Lanzer, Cllr Russell, Cllr N Jupp, Cllr Marshall, 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**

<b>Day Services (Adults with Learning Disabilities) Contracts Extension</b>
<p>Learning disability day services are delivered through contracts with 8 independent organisations as well as the Councils in-house day services.</p> <p>These services meet customers social care needs as defined under the Care Act 2014 by promoting independent living and wellbeing by providing a range of functions:</p> <ul style="list-style-type: none"> <li>• Support to those that struggle to access their community independently and for those with complex physical needs - personal and/or practical care at the day centre;</li> <li>• Training and skills development to support independence;</li> <li>• Work based training;</li> </ul>

- Coordination of social and recreational activities;
- Provision of a meeting place to build relationships beyond those with carers and staff, thus reducing social isolation and loneliness;
- Supported stimulating activities for people with profound multiple disabilities; and
- Carers respite.

The contracts with the independent providers were let on a 5-year term, commencing 1st April 2015, and extended for 2 years to March 2022.

In addition, service contracts to recruit volunteers to support people with a learning disability to access mainstream community services (Gig Buddies) and volunteering (Work Aid) that need to be aligned with a future day opportunities model, are also due to expire in March 2022. The Workaid contract was originally let on a 5 year term commencing 1st April 2014, and extended for 3 years (1 + 1 + 1) to March 2022. The Gig Buddies contract was let from single tender in October 2018 following a period of funding via the LD small grants programme and extended year on year to March 2022.

The procurement timetable for provision after March 2022 has been impacted by the Covid-19 pandemic, particularly for the Provider Market, where the Council acknowledges additional challenges because of responding to the ongoing emergency. The proposed model for day opportunities will need to be informed by the Adults' Services strategy that is currently in development with an expected completion date in January 2022.

To allow sufficient time to codesign a detailed model and sourcing approach and implement this, it is recommended that the County Council extends for a further 21 months until 31 December 2023 under the existing contractual terms. A revised timetable will allow the County Council and its health partners to explore future delivery models, including the potential to move away from building based services to provision which is focussed on progression, independence and forges community-based relationships with local people, activities, opportunities and employers.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	13 October 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>	Alison Nuttall Tel: 033 022 25936
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

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

#### **Grant Funding - Statutory Duty, Domestic Abuse Act 2021**

The [Domestic Abuse Act 2021](#) became law on 29 April 2021 and is designed to



strengthen protections for victims and survivors of domestic abuse through the criminal justice system and via support services. The Act includes a statutory definition of domestic abuse, emphasising that domestic abuse is not just physical violence, but can also be emotional, coercive or controlling, and includes economic abuse. As part of this definition, children will be explicitly recognised as victims in their own right.

The Act places a duty on Local Authorities in England to:

- provide support to victims of domestic abuse and their children in refuges and other safe accommodation;
- provide all eligible homeless victims of domestic abuse with an automatic 'priority need' for homelessness assistance;
- ensure that when Local Authorities rehouse victims of domestic abuse, they do not lose a secure lifetime or assured tenancy;
- provide all eligible homeless victims of domestic abuse with an automatic 'priority need' for settled housing under the homelessness legislation.

Local Authorities are required to conduct a needs assessment to fully understand their requirements relating to the new duty which is required to be submitted in October 2021. West Sussex County Council has undertaken this needs assessment in conjunction with relevant local partners and has received one off funding in the region of £1.4m from Ministry of Housing, Communities & Local Government to respond to the results of the required needs assessment.

The new legislation requires the formation of a Partnership Board, if not already set up, to advise Local Authorities on how to meet their responsibilities against the new duty. West Sussex County Council will continue to use the existing West Sussex Domestic and Sexual Violence and Abuse Steering group to review progress and activity against our local action plan. In addition, a shared action plan is being developed to deliver the Pan-Sussex Strategic Framework which will incorporate the local West Sussex and East Sussex action plans. The Sussex Partnership Board will oversee the elements of the action plan that are consistent pan-Sussex

This decision will ask the Cabinet Member for Adult Services to agree the final policy and delegate authority to the Director of Communities to approve appropriate allocations from the £1.4m of Ministry of Housing, Communities & Local Government funding in line with The Sussex Partnership Board's assessment of the needs of all victims in the local area and within the terms of the government's grant conditions.

<b>Decision by</b>	Cllr A Jupp - Cabinet Member for Adults Services
<b>Date added</b>	15 September 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	<p>Representations concerning this proposed decision can be made via the officer contact.</p> <p>Consultation with District and Borough Councils in West Sussex, Police &amp; Crime Commissioner and East Sussex County Council.</p>
<b>Background Documents</b> (via website)	Safer West Sussex Partnership Briefing Domestic Abuse Act 2021

<b>Author</b>	Jim Bartlett Tel: Mobile: 07548 125813
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Executive Director Adults and Health

<b>Direct Payment Service Contract Extension</b>	
<p>The County Council is committed to giving customers choice and control over their support services; one method of enabling this is through Direct Payments, where the customer receives a cash allocation to spend in a way which they consider will meet their assessed care needs. A Direct Payment Support service is required to ensure that people can receive the appropriate advice and support to make the best use of their money. It also supports the County Council to ensure that Direct Payments are used lawfully and effectively.</p> <p>In November 2018 Key Decision <a href="#">AH6 17/18</a> approved the award of contract for a Direct Payment and Personal Budget Support Service. The service has been operating successfully for an initial term of 3 years and now approaches the first break point in February 2022.</p> <p>The Executive Director Adults and Health has delegated powers to award the Contract and this report seeks approval for a contract extension, allowed for under contract terms, for 2 years to 31<sup>st</sup> January 2024.</p>	
<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	1 October 2021
<b>Month</b>	December 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

### 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>

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>	January 2022
<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

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

##### **Food Supply and delivery of Meals on Wheels**

A procurement process has been initiated by the Executive Director Adults and Health for the award of the contract for food supply and delivery of the Meals on Wheels service to customers in the community and West Sussex County Council operated Directly Provided Services (Day Centres).

The existing contract arrangements will expire on 18th October 2022 following the current 7-year contract coming to its fully extended end. The current contract operates 365 day a year and delivers approx. 200,000 meals a year to around 700 registered customers living in the community and has an annual value of around 1.2m. In a BAU year the contract also provides around 20,000 Day Centre meals. A competitive procurement process will be undertaken for the Meals on Wheels contract to commence on 19th October 2022 for a period of 5 years initially plus any potential extensions, up to a maximum of 7 years in total.

West Sussex County Council has carried out internal reviews and analysis of the future feasibility of the service and preferred procurement process to be used. The process has passed through the Council's Commercial and Procurement boards with representatives from legal, procurement and commercial services and the preferred procurement option is to undertake a competitive procurement process to replace the existing contract arrangement.

The service currently runs on a cost neutral basis to the Council and the procurement and subsequent award will replicate this model.

The Executive Director Adults and Health will be asked to award the contract to commence on 19th October 2022 for a period of 5 years initially plus any potential extensions, up to a maximum of 7 years in total.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	13 October 2021
<b>Month</b>	March 2022
<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>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Children and Young People

### Executive Director Children, Young People and Learning

<b>Continuing arrangements for the provision of urgent and specialist support for children and young people</b>	
<p>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.</p> <p>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.</p>	
<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	22 July 2021
<b>Month</b>	October 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</b>	None

<b>Documents</b> (via website)	
<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**

<b>Procurement of a framework for urgent and specialist support for children and young people</b>	
<p>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.</p> <p>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.</p>	
<b>Decision by</b>	Cllr Russell - Cabinet Member for Children and Young People
<b>Date added</b>	22 July 2021
<b>Month</b>	October 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

### **Cabinet Member for Children and Young People**

<b>Additional Funding Allocation for Remodelling of Orchard House Children's Home</b>	
<p>Orchard House children's home in Cuckfield caters for residential placements and short breaks for children with disabilities, with capacity for up to 16 children at one time. It is currently graded as 'outstanding' by Ofsted.</p> <p>A total of £4.183m of capital funding has so far been approved to deliver the remodelling and refurbishment of the home. These works are required to resolve critical issues with the site, modernise the home and improve the facilities for those children resident at the home and those who undertake short breaks there. The commencement of a</p>	

procurement process to enable these works to be undertaken has also been approved (decision [CYPO4\(20/21\)](#) refers).

Additional works have been identified to improve the sustainability and efficiency of the home, in line with the Council's [Climate Change Strategy](#). The Cabinet Member for Children and Young People will be requested to approve the allocation of additional capital funding to deliver these works.

<b>Decision by</b>	Cllr Russell - Cabinet Member for Children and Young People
<b>Date added</b>	11 October 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	Finance Legal Procurement Property and Assets Sustainability Cabinet Member for Finance and Property  Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision - Remodelling of Orchard House children's home - CYP04(20/21)
<b>Author</b>	Thomas Strivens Tel: 033 022 22082
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

#### **Award of block contract accommodation services for young people aged 16+**

A new Framework Agreement has recently been established to enable the County Council to purchase accommodation services for looked after young people aged 16+ and care leavers (decision [OKD13 \(21/22\)](#) refers).

Block contracts provide the Council with whole services of supported accommodation for young people. Increasing the number of young people in these arrangements reduces the need to commission individual placements and offers better value for money. Under the terms of the framework agreement a mini-competition process will be undertaken to award a number of block contracts to provide local accommodation for older looked after young people and care leavers.

The Executive Director of Children, Young People and Learning will be asked to approve the award of block contract awards to successful bidders on completion of the mini-competitions.

<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	11 October 2021

<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	Finance Legal Procurement Property and Assets Sustainability Cabinet Member for Finance and Property  Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Decision to award to the Framework
<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>Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services</b>	
<p>In March 2019 the Director of Children and Family Services approved the Contract Award of a Dynamic Purchasing System (DPS) to facilitate the purchase of Children's Placements and Other Support Services (CPOSS). This enables the sourcing of services such as residential care, independent foster services and educational placements (<a href="#">decision OKD27(18/19)</a> refers).</p> <p>The DPS was procured with an initial contract period of 3 years with the option to extend for up to a further 4 years. The initial contract period is due to conclude at the end of February 2022 and it is proposed to take up the option of extending the DPS for two years.</p> <p>The Executive Director Children, Young People and Learning will be asked to approve the extension of the DPS for 2 years from March 2022.</p>	
<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	21 October 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.

<b>Background Documents</b> (via website)	DPS Contract Award Decision - OKD27(18/19)
<b>Author</b>	Martin Cross Tel: 0330 222 3795, Charlotte Smith Tel: 033 022 2754
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Learning and Skills

### 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>	October 2021
<b>Consultation/ Representations</b>	<p>Procurement Legal Finance Property and Assets</p> <p>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.</p>
<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>
---

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>	October 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>
--

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>	October 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**

#### **Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation**

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

The Cabinet Member for 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.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	8 July 2020
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	School

	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)	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**

<b>Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - 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 West Park 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 West Park Primary School in Worthing.</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 West Park Primary School 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>	October 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>	October 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

### Procurement of a School Information and Financial Management System

West Sussex schools currently use a School Information and Financial Management IT System to both record and aggregate necessary information about pupils and staff as well as enabling the management of finances and budgeting.

The County Council is reviewing the current system provision and the intention is to procure a replacement system with the additional functionality of real time access for the Local Authority, in order to facilitate the undertaking of its statutory duties.

The Cabinet Member for Learning and Skills will be asked to approve the commencement

of a procurement process for the provision of a replacement information and financial management system for all West Sussex maintained schools, with the contract due to commence in April 2022. The Cabinet Member will also be asked to delegate authority to the Director of Education and Skills to award the contract(s) and implement the solution following the procurement process.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	30 July 2021
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	Schools Schools Forum – 17 June 2021 IT Providers  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>	James Richardson Tel: 033 022 22327
<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>	October 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>	October 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 expansion of Palatine Primary School</b>	
<p>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.</p> <p>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 <a href="#">ES13(20/21)</a> refers).</p> <p>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.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	4 January 2021
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	<p>Procurement Legal Finance</p> <p>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.</p>
<b>Background Documents</b> (via website)	Cabinet Member Decision ES13(20/21)
<b>Author</b>	Paul Hemming Tel: 033 022 23519
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

### Director of Property and Assets

<b>Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton</b>	
<p>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.</p> <p>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 (<a href="#">decision ES10 (20/21)</a> refers). As part of the decision the</p>	

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>	October 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

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

#### **Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Project Delivery**

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. The school is proposed to open in September 2024.

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.

In July 2021 the Cabinet Member for Learning and Skills approved the capital funding to enable the detailed design for building the new school to be progressed through the County Council's Multi-Disciplinary Consultant (MDC), Faithful+Gould Ltd ([decision LS03\(21/22\)](#) refers). The detailed design will enable the procurement process for construction of the school to be commenced.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required for full delivery of the project and procurement of a building contractor to



complete the design and construct the new building.	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	30 July 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	
<b>Background Documents</b> (via website)	Cabinet Member Decision Report LS03(21/22)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Education and Skills

<b>Contract Extension for the Provision of Adult Community Education</b>	
<p>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.</p> <p>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.</p> <p>In April 2020, a two-year contract extension was approved which runs until August 2022 (decision <a href="#">OKD01(20/21)</a> 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.</p> <p>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.</p>	
<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>Date added</b>	23 June 2021
<b>Month</b>	November 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>	Officer Key Decision to extend the contract OKD01(20/21)

(via website)	
<b>Author</b>	Andrew Bishop Tel: 033 022 25399
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Education and Skills

<b>Allocation of Funding for a Christmas Holiday Activities and Food Programme</b>	
<p>The Department for Education (DfE) have provided every local authority in England funding to coordinate free holiday provision, including healthy food and enriching activities for children eligible for benefits related free school meals. The funding is to cover provision for the Easter, summer and Christmas Holidays in 2021</p> <p>In July 2021 the Director of Education &amp; Skills took a decision to award funding to organisations for providing activities and food for the summer holiday period and to allocate the remaining funding to enable a Christmas programme to be delivered (Decision <a href="#">OKD10 (21/22)</a> refers).</p> <p>Expressions of interest have been sought for providers to offer Holiday Activities and Food for children during the Christmas Holidays 2021. The Director of Education and Skills will be asked to approve the award of winter grants to successful organisations.</p>	
<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>Date added</b>	27 October 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<p>Holiday Providers including schools, colleges, sports clubs and childcare providers</p> <p>Representations concerning this proposed decision can be made to the Director of Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	Officer Key Decision OKD10 (21/22)
<b>Author</b>	Danny Pell Tel: 033 022 22144
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Recommendation of a provider to run the new Burgess Hill Northern Arc All-Through School</b>
<p>West Sussex County Council is <a href="#">holding a competition</a> for Multi Academy Trusts to apply to become the provider of a new all-through school that is being built in the development known as Burgess Hill Northern Arc. The competition is running in accordance with Department for Education guidance '<a href="#">The free school presumption – November 2019</a>'.</p>

On conclusion of the competition an Evaluation Panel, made up of senior education officers and the Chair of the Schools Forum and a representative from the Regional Schools Commissioner's Office, will assess the written applications, then shortlist and interview potential sponsor academy trusts to identify the strongest sponsor for the school.

Following assessment of the outcome of the competition, the Cabinet Member for Learning and Skills will be asked to make a recommendation to the Secretary of State for Education as to which Multi Academy Trust should sponsor the school. The Regional Schools Commissioner, through delegated powers from the Secretary of State for Education, will make the final decision on the sponsor which will likely be announced in the Spring of 2022.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 October 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	Public consultation held between 28.6.21 and 26.7.21.  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 to consult - LS02(21/22) Consultation and Analysis of Results
<b>Author</b>	Vanessa Cummins Tel: 033 022 23046
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

#### **Award of contract for works to expand Lindfield Primary Academy, Haywards Heath**

Following a review of pupil projections for the North of the County and in particular the Haywards Heath/Lindfield areas it is necessary to provide for a bulge class of 30 pupils at Lindfield Primary Academy for the next two years' intake – 2023 and 2024.

It is proposed to expand the school by creating 2 additional classrooms as an extension to the existing school buildings. In addition, a grass bank will be levelled into an outdoor play space to accommodate the increased pupil numbers.

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 Lindfield Primary ([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 Lindfield Primary 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 project.	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	21 October 2021
<b>Month</b>	December 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
<b>Author</b>	Katerina Evans-Makrakis Tel: 07597 526870
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Community Support, Fire and Rescue

### Cabinet

<b>West Sussex Fire and Rescue Service Annual Statement of Assurance and Annual Report 2020-21</b>	
<p>The Fire Authority (FRA) is required to provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their Integrated Risk Management Plan (IRMP) and as part of the Fire and Rescue National Framework for England.</p> <p>This Statement reinforces the commitment to provide our communities with clear information about how we manage public funds and assure the effectiveness of our financial, governance and operational fire service arrangements.</p> <p>All partners involved have been asked to formally endorse the Annual Statement of Assurance 2020-21. West Sussex Fire and Rescue Service also publishes alongside the Statement of Assurance, an Annual Report. Cabinet will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance and the Annual Report for 2020-21.</p>	
<b>Decision by</b>	ClIr Marshall, ClIr Urquhart, ClIr Waight, ClIr N Jupp, ClIr Russell, ClIr A Jupp, ClIr Lanzer, ClIr Hunt, ClIr Crow, ClIr J Dennis - Cabinet
<b>Date added</b>	5 October 2021
<b>Month</b>	December 2021

<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Fire & Rescue and Communities, 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>	Sabrina Cohen-Hatton Tel: 033 022 24993
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Cabinet

<b>West Sussex Fire and Rescue Service Community Risk Management Plan 2022-26</b>	
<p>The Fire and Rescue National Framework for England (2018) requires all Fire and Rescue Authorities to produce an Integrated Risk Management Plan (IRMP) that covers at least a 3-year period. We are now in the fourth and final year of our existing 2018-2022 IRMP and have developed a new Community Risk Management Plan (CRMP) covering 2022-2026 [per guidance from the National Fire Chiefs Council (NFCC), there has been a change in terminology from IRMP to CRMP].</p> <p>During the planning process, we consider our community risks, using a range of sophisticated analytical tools to identify where incidents might happen, when they might occur and how serious they could be. Using this data alongside historical information about demand allows us to identify options to better target our resources, including firefighters and appliances, more effectively, resulting in a better balance of prevention, protection and response activities. This plan then clearly communicates this to the public, reinforcing the services commitment to our communities.</p> <p>The Cabinet is recommended to endorse the West Sussex Fire and Rescue Service Community Risk Management Plan 2022-26 on behalf of the County Council.</p>	
<b>Decision by</b>	Cllr Urquhart, Cllr Russell, Cllr Marshall, Cllr Lanzer, Cllr Hunt, Cllr Crow, Cllr N Jupp, Cllr Waight, Cllr J Dennis, Cllr A Jupp - Cabinet
<b>Date added</b>	27 October 2021
<b>Month</b>	March 2022
<b>Consultation/ Representations</b>	<p>A programme of pre-consultation and engagement activities has been conducted over 12 months in order to help shape the strategic direction of the Community Risk Management Plan.</p> <p>A 10 week, formal consultation, runs from 15<sup>th</sup> November 2021 to 21<sup>st</sup> January 2022, open to public and staff and supported by public, staff and representative body engagement.</p> <p>Representations concerning this proposed decision can be made</p>

	to the Cabinet Member for Fire & Rescue and Communities, 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>	Sabrina Cohen-Hatton Tel: 033 022 24993
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Environment and Climate Change

### Cabinet Member for Environment and Climate Change

<b>West Sussex Local Flood Risk Management Strategy</b>	
<p>The West Sussex Local Flood Risk Management Strategy (the County Council's main policy on local flood risk from surface and ground water and a statutory document) is being reviewed and updated and will set out the County Council's strategic approach for the next 5 years (2021 to 2026).</p> <p>Adoption of a Local Flood Risk Management Strategy (LFRMS) is a requirement under the Flood &amp; Water Management Act 2010 and associated Flood Risk Management Regulations 2009.</p> <p>This is the second iteration of the LFRMS and sets out how the County Council will undertake its flood risk management responsibilities to meet the statutory requirements.</p> <p>Public consultation on the draft strategy will run for six weeks from mid-August to the end of September 2021.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve the West Sussex Local Flood Risk Management Strategy.</p>	
<b>Decision by</b>	Cllr Urquhart - Cabinet Member for Environment and Climate Change
<b>Date added</b>	13 August 2021
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	<p>Public consultation Communities, Highways and Environment Scrutiny Committee – 30 September 2021</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 decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None

<b>Author</b>	Kevin Macknay Tel: 033 022 26429
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Director of Environment and Public Protection

<b>Award of design and build contract at the Halewick Lane battery storage site</b>	
<p>The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.</p> <p>The Cabinet Member for Environment <a href="#">delegated authority</a> to the Director of Environment and Public Protection to approve the design and build contract award.</p> <p>When the procurement process has concluded, the Director of Environment and Public Protection will be asked to award the design and build contract.</p>	
<b>Decision by</b>	Steve Read - Director of Environment and Public Protection
<b>Date added</b>	19 August 2021
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, 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>	David Robinson Tel: 033 022 26995
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Director of Environment and Public Protection

<b>Award of contract for performance monitoring, operation and maintenance of rooftop solar PV systems owned by West Sussex County Council</b>	
<p>Since 2015, West Sussex County Council has installed over 300 rooftop solar power systems on domestic properties, schools, corporate and commercial buildings with a total capacity of 5.4MW.</p> <p>The performance of these systems will be optimised through operational monitoring alongside planned and reactive maintenance in order to –</p> <ul style="list-style-type: none"> <li>• maximise renewable energy generated to substitute for carbon emitting sources</li> <li>• derive energy savings for social housing residents, schools and the County Council estate</li> <li>• protect the County Council’s investment in these systems</li> </ul>	

A tender process was started in July 2021 with a view to securing best value for the provision of the services.

The Director for Environment and Public Protection will be asked to award the contract for the monitoring, operation and maintenance of rooftop solar PV systems owned by West Sussex County Council, 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>	1 September 2021
<b>Month</b>	October 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>	Andrew Tolfts Tel: 033 022 28563
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Cabinet

<b>Gatwick Northern Runway - approval of consultation response</b>	
<p>Gatwick Airport Limited (GAL) proposes alterations to bring the existing Northern Runway at Gatwick Airport into routine use alongside the main runway, enabling the dual operation of both runways. The proposal, the Northern Runway Project, is a Nationally Significant Infrastructure Project 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>The proposal would increase Gatwick's passenger throughput to approximately 75.6 million passengers per annum (mppa) by 2038, an increase in capacity of approximately 13.2 mppa. The Northern Runway would be operational by summer 2029. The majority of the construction works associated with the project would be contained within the existing airport boundary.</p> <p>Formal consultation on the proposal is taking place from 9 September to 1 December 2021.</p> <p>The Cabinet will be asked to approve the County Council's response to the formal consultation.</p>	
<b>Decision by</b>	Cllr Lanzer, Cllr Hunt, Cllr Waight, Cllr A Jupp, Cllr J Dennis, Cllr Marshall, Cllr Urquhart, Cllr Russell, Cllr N Jupp, Cllr Crow - Cabinet



<b>Date added</b>	23 September 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<p>All Member briefing by Gatwick Airport (30 September) Communities, Highways and Environment Scrutiny Committee, 30 September (Task and Finish Group) Internal consultation with County Council officers 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 decision is due to be taken.</p>
<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

#### **Director of Highways, Transport and Planning**

<b>Maintenance of Pagham Harbour Local Nature Reserve</b>	
<p>Pagham Harbour Local Nature Reserve (PHLNR) receives over 200,000 visits per annum and is an internationally important site for wildlife as well as an important amenity for local communities. The County Council has a statutory duty to ensure PHLNR is maintained as a protected environment.</p> <p>On 1 February 2012, the County Council entered into a 99-year lease with the RSPB and a Service Level Agreement for maintenance services.</p> <p>The current Service Level Agreement with the RSPB expires on 31 January 2022. The Director of Highways, Transport and Planning will be asked to award a replacement Service Contract commencing on 1 February 2022 for a period of 5 years, with the option to extend for a further 5 years.</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>Date added</b>	30 September 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None

<b>Author</b>	Neil Vigar Tel: 033 022 26698
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Director of Environment and Public Protection

<b>Award of Demand Side Response Management contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm</b>	
<p>The appointed Demand Side Response (DSR) Management operator acts on behalf of the County Council to manage and create revenue from the County Council's battery assets by engaging in the DSR markets with the National Grid, selling energy to create revenue and support grid stability.</p> <p>The current contract expires on 31 March 2022 and a procurement process for a new supplier will be undertaken through the Crown Commercial Services RM3824 – Heat Networks and Electricity Generation Assets (HELGA) framework.</p> <p>Upon the conclusion of the procurement process, the Director for Environment and Public Protection will be asked to award a Demand Side Response management contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm.</p>	
<b>Decision by</b>	Steve Read - Director of Environment and Public Protection
<b>Date added</b>	23 September 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, 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>	David Robinson Tel: 033 022 26995
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Finance and Property

### Cabinet Member for Finance and Property

<b>Property Holdings (Rolling Entry)</b>
<p>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 <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</p>

optimising financial and commercial opportunities.	
<b>Decision by</b>	Cllr Hunt - Cabinet Member for Finance and Property
<b>Date added</b>	7 September 2021
<b>Month</b>	Between April 2021 and March 2022
<b>Consultation/ Representations</b>	Local members. 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

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

<b>Performance and Resources Report (Rolling Entry)</b>	
The Performance and Resources Report (PRR) 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 PRR and any items of financial and performance management within the PRR.	
<b>Decision by</b>	Cllr Hunt - Cabinet Member for Finance and Property, Cabinet, Leader
<b>Date added</b>	15 September 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>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Natalie Jones-Punch 033 022 25098

**Cabinet**

<b>Emergency Central Government Funding (Rolling Entry)</b>
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

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

##### **Procurement and Award of Contract Heating Plant Replacement at Parkside, Horsham**

Parkside is a commercial administrative office West Sussex County Council in Horsham functioning 24 hours a day seven days a week. A procurement process is being undertaken for a fully designed heating and hot water scheme to replace the current system which is failing and now obsolete. It is anticipated that an award of contract will be proposed to the Director Property and Assets in October 2021 and a decision report will be published at that time.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	2 June 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	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.  Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.
<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

## Director of Property and Assets

<b>Award of Framework Agreements for Construction Framework</b>	
<p>The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate. Following Cabinet Member decision <a href="#">ECR06 20 21</a> a construction framework arrangement is being procured which will enable the County Council to place work orders with a variety of qualified contractors to deliver works that fall outside of the current maintenance contract. The works can include repairs and refurbishment as well as new build requirements where needed.</p> <p>Authority was delegated to the Director of Property and Assets by the Cabinet Member decision, to award the Framework Agreements and any call-off contracts as a result of mini-competitions run under the Frameworks. The Director of Property and Assets will be asked to approve the award of Framework Agreements for the proposed Construction Framework.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	19 August 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	Cabinet Member for Finance and Property Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	none
<b>Author</b>	Jeremy Rigby Tel: 033 022 26460
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

## Highways and Transport

### Cabinet Member for Highways and Transport

<b>West Sussex Bus Service Improvement Plan</b>
<p>In <a href="#">Bus Back Better – National Bus Strategy for England</a> the Government required Local Transport Authorities to commit to establishing Enhanced Partnerships across their entire areas under the Bus Services Act 2017 to deliver 'Bus Service Improvement Plans' (BSIP) from April 2022.</p> <p>In June 2021, the Cabinet Member for Highways and Transport committed to establishing an <a href="#">Enhanced Partnership</a> across West Sussex and invited all local bus operators to confirm their intention to participate.</p> <p>The County Council is currently consulting local bus operators and, by the end of October 2021, the Government expects all Local Transport Authorities to publish a local BSIP,</p>

detailing proposals to improve bus services. The BSIP will be reflected in the West Sussex Transport Plan.

The Cabinet Member for Highways & Transport will be asked to approve a Bus Service Improvement Plan for West Sussex.

<b>Decision by</b>	Cllr J Dennis - Cabinet Member for Highways and Transport
<b>Date added</b>	26 August 2021
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	Local bus operators District, borough and town councils Public consultation  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>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Highways, Transport and Planning**

#### **Establishment of a Dynamic Purchasing System for passenger transport services**

West Sussex County Council plans and procures passenger transport services for service users to and from various establishments within and outside of West Sussex, including schools, colleges and day centres.

The scope of services include but are not limited to –

- Mainstream school transport
- Special Education Needs or Disability (SEND) transport
- Children and Adult Services transport
- Secure vehicles and medical transfer

A procurement exercise will be undertaken for a Dynamic Purchasing System to operate for an initial period of 5 years.

Upon the conclusion of the procurement exercise, the Director for Highways, Transport and Planning will be asked to establish a Dynamic Purchasing System and award individual contracts to local transport companies to undertake transport services on behalf of the County Council and its service users.

<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>Date added</b>	5 October 2021
<b>Month</b>	November 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 Highways, Transport and Planning, 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>	Andy Ekinsmyth Tel: 033 022 26687
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

<b>A29 Realignment Phase 1 - Compulsory Purchase Order</b>	
<p>Delivery of Phase 1 of the <a href="#">A29 realignment</a> scheme is dependent on land purchase and land being dedicated for highways use. Discussions with the developers of the scheme and Land Agent representatives are ongoing but there is always a possibility that agreement might not be reached, or only reached outside of the programme required by the County Council to meet its obligations under Local Enterprise Partnership funding and planning permission.</p> <p>As a precaution, the County Council is undertaking preparation for initiating the Compulsory Purchase Order (CPO) process which would require the determination of land and rights to be acquired, land valuations, and negotiations direct with landowners. If objections are received to the CPO a Public Inquiry may be required.</p> <p>It is necessary, therefore, to potentially allow the CPO process to begin, whilst WSCC continues to support and encourage a negotiated settlement route with the developers and landowners.</p> <p>The Cabinet Member for Highways and Transport will be asked to authorise the Director of Law and Assurance to proceed with the Compulsory Purchase Order process and any associated arrangements for the A29 Realignment Phase 1.</p>	
<b>Decision by</b>	Cllr J Dennis - Cabinet Member for Highways and Transport
<b>Date added</b>	11 October 2021
<b>Month</b>	November 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 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>	Stephen Reed Tel: 033 022 27328
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Transport**

<b>On-Street Parking Management in West Sussex</b>	
<p>The strategic management of on-street parking remains important for the County Council as the level of development and number of vehicles in West Sussex continues to increase.</p> <p>A revised policy framework and parking management programme to replace the County Council's Road Space Audit Programme and associated decision-making process is being developed.</p> <p>A framework will include rules for the consideration, implementation, review and removal of Controlled Parking Zones (CPZ); the governance process relating to individual proposals; and incorporate an initial three-year programme for CPZ development.</p> <p>The Cabinet Member for Highways and Transport will be asked to consider a revised policy for the management of on-street parking in West Sussex and consider a three-year parking management programme to implement on-street parking controls in various locations across the county.</p> <p>If approved, appropriate authority will be delegated to the Director of Highways, Transport and Planning to make amendments to the parking management programme, in consultation with the Cabinet Member for Highways and Transport, and to authorise statutory advertisements and scheme implementation.</p>	
<b>Decision by</b>	Cllr J Dennis - Cabinet Member for Highways and Transport
<b>Date added</b>	19 August 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	<p>Communities, Highways and Environment Scrutiny Committee – 30 September 2021 District and Borough Councils in West Sussex</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>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Director of Highways, Transport and Planning**

<b>Adur and Worthing Councils Agency Agreement for Parking</b>
--



The current Agency Agreement with Adur and Worthing Councils for the provision of parking services: *Civil Parking Enforcement (CPE) services and operational management of the Worthing Controlled Parking Zone (CPZ)* is due to expire on 31 March 2022. Approval is sought to continue with the existing arrangements by way of putting in place a new agreement, set to commence from 1 April 2022, for a period of five years.

As part of the process of agreeing a new contract, the opportunity has been taken to make some minor improvements and variations so that it best reflects current working practices, not only in Adur and Worthing but across the County.

The Director of Highways, Transport and Planning will be asked to agree a new Agency Agreement with Adur and Worthing Councils for a five-year period until 31 March 2027 for the procurement, management and operation of Civil Parking Enforcement in Adur and Worthing and operational management of the Worthing Controlled Parking Zone, under the provisions of the Local Government Act 1972 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000/2851.

<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>Date added</b>	11 October 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	Director of Law and Assurance Director of Finance and Support Services Adur and Worthing Councils Parking Services and Legal Teams  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<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

### **Director of Highways, Transport and Planning**

<b>Award of Contract for Highways Client Support Services</b>	
<p>The supply of professional design services and client support is critical to ensuring the County Council can meet its statutory duty to maintain the highways and to ensure that, in constructing new roads, the authority takes such measures as appropriate to reduce the possibilities of accidents. The contracts awarded for these services in 2016 are due to end in 2022 and new contracts are required.</p> <p>A competitive procurement process will be undertaken and, when concluded, the Director of Highways, Transport and Planning will be asked to award the contract for Highways Client Support Services in accordance with the County Council's Standing Orders on Procurement and Contracts.</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning

<b>Date added</b>	15 September 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	Executive Director for Place Services Director of Finance and Support Services Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Highways, Transport and Planning**

<b>Award of Highway Improvement Contracts - phase 1 (Lots 4, 5 &amp; 6)</b>	
<p>West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.</p> <p>In <a href="#">January 2019</a>, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.</p> <p>In November 2019, the Director of Highways, Transport and Planning <a href="#">appointed contractors</a> to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.</p> <p>Lots 4, 5 and 6 (carriageways, footways and infrastructure works) are procured annually and a formal procurement process will be undertaken in the autumn for the delivery of highway works in 2022-23.</p> <p>At the conclusion of the procurement process, the Director of Highways, Transport and Planning will be asked to award the highway improvement contracts - phase 1.</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>Date added</b>	15 September 2021
<b>Month</b>	December 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 Highways, Transport and Planning, 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>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Highways, Transport and Planning**

<b>A284 Lyminster bypass (north) - Construction Contract Award</b>	
<p>The A284 Lyminster Bypass is an important north-south link between the A27 at Crossbush and Littlehampton and the County Council is delivering the northern section. Jackson's Civil Engineering was awarded the design and build contract and the scheme was granted planning permission on 26 March 2019.</p> <p>The Compulsory Purchase Order was confirmed by the Secretary of State on 16 September 2021 following a Public Inquiry.</p> <p>The Department for Transport has previously approved the Outline Business Case and will be asked to contribute additional funding on review and approval of the Full Business Case, to be submitted in December 2021.</p> <p>As the final stage of the scheme, the Director of Highways, Transport and Planning will be asked to award the construction contract for the A284 Lyminster bypass (north).</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>Date added</b>	21 October 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Mark Martin Tel: 033 022 25922
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

<b>Highways and Transport Delivery Programmes 2022/2023</b>
<p>The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2022/23 and</p>

beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2022/23 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.

The Cabinet Member for Highways and Transport will be asked to -

1. Approve the Highway and Transport Delivery Programmes 2022-23; and
2. delegate authority to the Director of Highways, Transport and Planning to adjust the 2022/23 Delivery Programmes to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies, or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting. Also, that the timetable for confirmation of central government funding is not currently known.

<b>Decision by</b>	Cllr J Dennis - Cabinet Member for Highways and Transport
<b>Date added</b>	15 September 2021
<b>Month</b>	January 2022
<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 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>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Highways, Transport and Planning**

#### **Award of Highway Improvement Contracts - phase 2 (Lots 4, 5 & 6)**

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In [January 2019](#), the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or

set of contracts at the conclusion of the procurement process.

In November 2019, the Director of Highways, Transport and Planning [appointed contractors](#) to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.

Lots 4, 5 and 6 (carriageways, footways and infrastructure works) are procured annually and a formal procurement process will be undertaken in the autumn for the delivery of highway works in 2022-23.

At the conclusion of the procurement process, the Director of Highways, Transport and Planning will be asked to award the highway improvement contracts - phase 2.

<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>Date added</b>	15 September 2021
<b>Month</b>	January 2022
<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 Highways, Transport and Planning, 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>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Highways, Transport and Planning**

<b>Award of Contract for Highways Core Professional Services</b>	
<p>The supply of professional design services and client support is critical to ensuring the County Council can meet its statutory duty to maintain the highways and to ensure that, in constructing new roads, the authority takes such measures as appropriate to reduce the possibilities of accidents. The contracts awarded for these services in 2016 are due to end in 2022 and new contracts are required.</p> <p>A competitive procurement process will be undertaken and, when concluded, the Director of Highways, Transport and Planning will be asked to award the contract for Highways Core Professional Services in accordance with the County Council's Standing Orders on Procurement and Contracts.</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>Date added</b>	5 October 2021
<b>Month</b>	January 2022
<b>Consultation/ Representations</b>	Executive Director for Place Services Director of Finance and Support Services

	Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Public Health and Wellbeing

### Cabinet Member for Public Health and Wellbeing

<b>Contract arrangements for Community Advice &amp; Support</b>	
<p>The Cabinet Member for Public Health and Wellbeing is asked to agree to the commencement of a procurement process starting in November 2021 to secure a contract relating to the provision of Community Advice &amp; Support services in West Sussex from April 2022.</p> <p>The County Council will procure a new service in partnership with, and at the request of, District &amp; Borough partner-funders. Funding will be provided by all partners as per the contract specification with invoicing arrangements made with each individual local office.</p> <p>The proposal is for the contract to run for a period of up to seven years (3+3+1 years). The total value of these contracts is approximately £1.1 million per annum.</p> <p>The Cabinet Member for Public Health and Wellbeing is asked to agree to the commencement of a procurement process starting in November 2021 to secure a contract relating to the provision of Community Advice &amp; Support services from April 2022 for a period of 3+3+1 years and to delegate the awarding of the contract and decisions about future extension of these contracts to the Executive Director Adults and Health.</p>	
<b>Decision by</b>	Cllr Lanzer - Cabinet Member for Public Health and Wellbeing
<b>Date added</b>	19 August 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<p>Consultation with District and Borough Councils.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Public Health and Wellbeing, 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>	Seth Gottesman Tel: 033 022 28706
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Support Services and Economic Development

### Director of Finance and Support Services

<b>Award of Contract(s) Information Technology Services</b>	
<p>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.</p> <p>The Cabinet Member delegated authority to the Director of Finance and Support Services to progress the programme and commence procurement of the Service Desk and End User Compute Services, Networks Management, Hybrid Data Centre and Cloud Hosting. In accordance with the decision procurement exercises are being undertaken.</p> <p>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 and further decisions on the remaining services to follow.</p>	
<b>Decision by</b>	Katharine Eberhart - Director of Finance and Support Services
<b>Date added</b>	14 April 2021
<b>Month</b>	October 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 Finance and Support Services

<b>Award of Contract: Design and Implementation Support Service</b>	
<p>In March 2021, the then Cabinet Member for Economy &amp; Corporate Resources approved a proposal via decision ECR07 20-21 to procure specialist resource to support the</p>	

implementation of a Business Management Solution. As part of the decision, the Cabinet Member delegated authority to the Director of Finance and Support Services to progress the procurement. The proposed arrangement will be a capability and capacity contract, giving the Council flexibility to buy-in specialist resource to deliver specific outcomes in the programme when needed. The procurement process is now underway, and the Director of Finance and Support Services will be asked to award the contract to the successful bidder during September 2021 with services to start shortly after.

<b>Decision by</b>	- Director of Finance and Support Services
<b>Date added</b>	30 July 2021
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	Representation can be made via the officer contact. Consultees: Cabinet Member for Support Services and Economic Development
<b>Background Documents</b> (via website)	none
<b>Author</b>	Alistair Rush Tel: 033022 22002
<b>Contact</b>	Suzannah Hill 033 022 22551

#### **Executive Director Place Services**

##### **Worthing Public Realm Improvements, Railway Approach: Endorsement Detailed Design Stage and Funding Arrangements**

The Adur and Worthing Growth Programme (2017) identified a Worthing Public Realm Improvements programme in Worthing town centre to support the revival of the local economy by improving the quality and accessibility of public areas connecting Worthing station, the town centre and the seafront.

Leader key decision ([LDR01 18/19](#)) confirmed WSCC commitment of £5m of growth funding to deliver the initial phases of a £12m programme of up to eight public realm schemes between the station and the seafront. Worthing Borough Council identified developer contributions, including the Community Infrastructure Levy to fund the later phases of the public realm improvement programme. Approval was delegated to the Executive Director of Place Services, in consultation with key partners and Cabinet Member(s) to progress the delivery of the project. A key decision report in May 2020 ([OKD10 20/21](#)) confirmed design options were being explored for Railway Approach, along with delivery of Portland Road, identified as priority projects within the programme.

The Executive Director Place Services will now be asked to confirm



progression to the detailed design stage of the Railway Approach project and to endorse funding arrangements.

A further key decision will be published, in due course to allow contractor procurement to begin and delegate authority to the Director of Highways, Transport and Planning to appoint a construction contractor to start work on site in 2022 for completion in 2023.

<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>Date added</b>	27 October 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	Local Members Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nick Burrell Tel: 033 022 23881
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551