

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. The meetings will be available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the website. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

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

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance 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.

Published: 24 November 2021

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Page No	Decision Maker	Subject Matter	Date
5	Executive Director Adults and Health	Day Services (Adults with Learning Disabilities) Contracts Extension	November 2021
6	Cabinet Member for Adults Services	Grant Funding - Statutory Duty, Domestic Abuse Act 2021	December 2021
7	Executive Director Adults and Health	Food Supply and delivery of Meals on Wheels	March 2022
8	Cabinet Member for Children and Young People	Additional Funding Allocation for Remodelling of Orchard House Children's Home	November 2021
9	Executive Director Children, Young People and Learning	Award of block contract accommodation services for young people aged 16+	December 2021
10	Cabinet Member for Children and Young People	Procurement of residential provision for children with complex needs	December 2021
10	Executive Director Children, Young People and Learning	Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services	December 2021
11	Cabinet Member for Children and Young People	Procurement of a Dynamic Purchasing System for Therapeutic Services for Children and Young People	December 2021
12	Director of Property and Assets	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	November 2021
13	Director of Property and Assets	Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project	November 2021
14	Cabinet Member for Learning and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	November 2021
14	Cabinet Member for Learning and Skills	Procurement of a School Information and Financial Management System	November 2021
15	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery	November 2021
16	Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	November 2021
17	Director of Property and Assets	Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton	November 2021
17	Director of Education and Skills	Contract Extension for the Provision of Adult Community Education	November 2021
18	Director of Education and Skills	Allocation of Funding for a Christmas Holiday Activities and Food Programme	November 2021
19	Cabinet Member for Learning and Skills	Recommendation of a provider to run the new Burgess Hill Northern Arc All-Through School	December 2021
20	Director of Property and Assets	Award of contract for works to expand Lindfield Primary Academy, Haywards Heath	December 2021
20	Cabinet Member for Learning and Skills	Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for	December 2021

Enabling Works			
21	Cabinet Member for Learning and Skills	Midhurst Rother College, Midhurst - Extension of Changing Rooms - Allocation of Capital Funding for Project Delivery	January 2022
22	Director of Property and Assets	Allocation of S106 Funding for Additional Accommodation at St Philip Howard Catholic Voluntary Academy, Barnham	January 2022
23	Cabinet Member for Learning and Skills	Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees	January 2022
24	Cabinet Member for Learning and Skills	School Funding 2022/23	January 2022
25	Cabinet	West Sussex Fire and Rescue Service Annual Statement of Assurance 2020-21	December 2021
25	Cabinet Member for Community Support, Fire and Rescue	West Sussex Fire and Rescue Service Estates Improvement Plan	December 2021
26	Cabinet	West Sussex Fire and Rescue Service Community Risk Management Plan 2022-26	March 2022
27	Cabinet Member for Environment and Climate Change	West Sussex Local Flood Risk Management Strategy	November 2021
28	Director of Environment and Public Protection	Award of design and build contract at the Halewick Lane battery storage site	November 2021
29	Director of Highways, Transport and Planning	Maintenance of Pagham Harbour Local Nature Reserve	November 2021
29	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
30	Cabinet Member for Finance and Property	Property Holdings (Rolling Entry)	Between April 2021 and March 2022
30	Cabinet Member for Finance and Property, Cabinet, Leader	Performance and Resources Report (Rolling Entry)	Between April 2021 and March 2022
31	Cabinet	Emergency Central Government Funding (Rolling Entry)	Between February 2021 and March 2022
32	Director of Property and Assets	Procurement and Award of Contract Heating Plant Replacement at Parkside, Horsham	November 2021
32	Director of Property and Assets	Award of Framework Agreements for Construction Framework	December 2021
33	County Council, Cabinet	Revenue Budget 2022/23 and Capital Programme 2022-2026/27	February 2022
33	Director of Property and Assets	Procurement and Award of Contract-Littlehampton County Offices	February 2022
34	Director of Highways, Transport and Planning	Establishment of a Dynamic Purchasing System for passenger transport services	November 2021
35	Cabinet Member for Highways and Transport	A29 Realignment Phase 1 - Compulsory Purchase Order	November 2021
36	Cabinet Member for	On-Street Parking Management in West	December

	Highways and Transport	Sussex	2021
37	Director of Highways, Transport and Planning	Adur and Worthing Councils Agency Agreement for Parking	December 2021
37	Director of Highways, Transport and Planning	Award of Contract for Highways Client Support Services	December 2021
38	Director of Highways, Transport and Planning	Award of Highway Improvement Contracts - phase 1 (Lots 4, 5 & 6)	December 2021
39	Director of Highways, Transport and Planning	A284 Lyminster bypass (north) - Construction Contract Award	December 2021
40	Cabinet Member for Highways and Transport	Highways and Transport Delivery Programmes 2022/2023	January 2022
40	Director of Highways, Transport and Planning	Award of Highway Improvement Contracts - phase 2 (Lots 4, 5 & 6)	January 2022
41	Director of Highways, Transport and Planning	Award of Contract for Highways Core Professional Services	January 2022
42	Cabinet Member for Public Health and Wellbeing	Contract arrangements for Community Advice & Support	November 2021
43	Director of Finance and Support Services	Award of Contract(s) Information Technology Services	November 2021
44	Director of Finance and Support Services	Award of Contract: Design and Implementation Support Service	November 2021
44	Executive Director Place Services	Worthing Public Realm Improvements, Railway Approach: Endorsement Detailed Design Stage and Funding Arrangements	November 2021
45	Director of Finance and Support Services	Endorsement of Procurement and Award of Contract: Microsoft Licences	December 2021
46	Director of Finance and Support Services	Endorsement of Procurement and Award of Contract: IT Hardware	December 2021
46	Executive Director Place Services	Endorsement of Procurement and Award of Contract Manor Royal Highways Improvement Phase 2	December 2021

Leader

None

Adults Services

Executive Director Adults and Health

Day Services (Adults with Learning Disabilities) Contracts Extension

Learning disability day services are delivered through contracts with 8 independent organisations as well as the Councils in-house day services.

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:

- 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;
- Training and skills development to support independence;
- Work based training;
- 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.

Decision by

Keith Hinkley - Executive Director Adults and Health

Date added	13 October 2021
Month	November 2021
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Alison Nuttall Tel: 033 022 25936
Contact	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.

Decision by	Cllr A Jupp - Cabinet Member for Adults Services
Date added	15 September 2021
Month	December 2021
Consultation/ Representations	<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 & Crime Commissioner and East Sussex County Council.</p>
Background Documents (via website)	Safer West Sussex Partnership Briefing Domestic Abuse Act 2021
Author	Jim Bartlett Tel: Mobile: 07548 125813
Contact	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.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	13 October 2021
Month	March 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Children and Young People

Cabinet Member for Children and Young People

Additional Funding Allocation for Remodelling of Orchard House Children's Home	
<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 procurement process to enable these works to be undertaken has also been approved (decision CYPO4(20/21) refers).</p> <p>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.</p>	
Decision by	Cllr Russell - Cabinet Member for Children and Young People
Date added	11 October 2021
Month	November 2021
Consultation/ Representations	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.
Background Documents (via website)	Cabinet Member Decision - Remodelling of Orchard House children's home - CYP04(20/21)
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Award of block contract accommodation services for young people aged 16+	
<p>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).</p> <p>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.</p> <p>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.</p>	
Decision by	Lucy Butler - Executive Director Children, Young People and Learning
Date added	11 October 2021
Month	December 2021
Consultation/Representations	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.
Background	Decision to award to the Framework

Documents (via website)	
Author	Shelly Dichello Tel: 033 022 24131
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Procurement of residential provision for children with complex needs	
<p>The County Council has a duty to take steps to secure, so far as reasonably practicable, sufficient accommodation within its area which meets the needs of children within its care. Sourcing stable placements which adequately meet the requirements of children with complex needs is a particular challenge, and this picture is reflected nationally.</p> <p>The County Council has been working with other local authorities, as well as national associations representing providers of residential care, to identify potential solutions to these issues, the culmination of which will be the procurement of a new service, or services. The procurement will be conducted in partnership with other local authorities within the South East region, with the aim of developing new and innovative approaches to residential care provision for looked after children with complex needs, to better support sufficiency within the region.</p> <p>The Cabinet Member for Children and Young People will be requested to approve the commencement of a procurement process for residential provision for looked after children with complex needs. The Cabinet Member will also be asked to delegate authority to the Executive Director of Children, Young People and Learning to award the contract</p>	
Decision by	Cllr Russell - Cabinet Member for Children and Young People
Date added	18 November 2021
Month	December 2021
Consultation/ Representations	<p>Procurement Legal Finance</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel; 033 022 22553

Executive Director Children, Young People and Learning

Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services
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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 ([decision OKD27\(18/19\)](#) refers).

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.

The Executive Director Children, Young People and Learning will be asked to approve the extension of the DPS for 2 years from March 2022.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
Date added	21 October 2021
Month	December 2021
Consultation/ Representations	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.
Background Documents (via website)	DPS Contract Award Decision - OKD27(18/19)
Author	Martin Cross Tel: 0330 222 3795, Charlotte Smith Tel: 033 022 2754
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Procurement of a Dynamic Purchasing System for Therapeutic Services for Children and Young People

As part of its statutory obligations the Council provides therapeutic assessments and therapeutic interventions for children and young people. This includes the provision of therapies from different disciplines for example psychotherapy, occupational therapy, play therapy.

Currently this need is predominately for children With Special Educational needs, receiving Social Care support, or in the Council's Care.

Whilst the County Council provides some of these services, the demand is such that a significant amount of provision has to be purchased from the external market and evaluation shows this is a trend expected to continue. In order to meet this demand, it is proposed to set up a Dynamic Purchasing System (DPS) to enable the efficient sourcing of therapeutic services from qualified suppliers.

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

- The commencement of a procurement to set up a DPS to enable the purchase of therapeutic services and
- The delegation of authority to the Executive Director Children, Young People and Learning to award places on the DPS

Decision by	Cllr Russell - Cabinet Member for Children and Young People
Date added	18 November 2021
Month	December 2021
Consultation/ Representations	Cabinet Member for Learning and Skills Finance Legal Procurement Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Daniel Ruaux Tel: 033 022 22695
Contact	Wendy Saunders Tel: 033 022 22553

Learning and Skills

Director of Property and Assets

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

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

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

As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School. The Cabinet Member will also be asked to delegate authority to the Director of property and Assets to award the contract for the project.

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

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

Director of Property and Assets

Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project	
<p>Woodlands Meed is a Special School and College for 2-19-year old pupils located in Burgess Hill.</p> <p>Due to suitability and condition issues of the existing accommodation at the College site, in May 2020 Cabinet agreed that funding was allocated to replace the College building on its existing site (Decision reference CAB03 (20/21) refers). As part of the decision authority was delegated to the Director of Property and Assets that, subject to receipt of planning permission and statutory consents, a construction contract was entered into for rebuilding the College.</p> <p>A Pre-Construction Services Agreement was executed in February 2021 to appoint the contractor at Stage 4 of the project to ensure buildability and reduce risk; due to design changes this agreement requires extending. The Director of Property and Assets will be asked to approve the extension to the pre-construction services agreement.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	29 April 2021
Month	November 2021
Consultation/ Representations	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.

Background Documents (via website)	Cabinet Report CAB03(20/21)
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	
<p>The County Council has a statutory duty to provide sufficient primary and secondary school places for all children who need a place. Slinfold CE Primary School is a 5 class Primary School with a broad range of buildings including a double modular unit which was installed on the site in excess of 30 years ago. The modular unit has significant suitability issues and requires replacement with new teaching accommodation that meets current required standards for construction.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from Section 106 contributions and a procurement exercise to undertake a project to replace the modular classrooms with new purpose built classrooms.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	8 July 2020
Month	November 2021
Consultation/ Representations	<p>School</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Procurement of a School Information and Financial Management System	
<p>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.</p> <p>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.</p>	

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.

Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	30 July 2021
Month	November 2021
Consultation/ Representations	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
Background Documents (via website)	None
Author	James Richardson Tel: 033 022 22327
Contact	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.

Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	1 February 2021
Month	November 2021

Consultation/ Representations	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
Background Documents (via website)	Cabinet Member Decision ES09(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for the expansion of Palatine Primary School	
<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 ES13(20/21) 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>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	4 January 2021
Month	November 2021
Consultation/ Representations	<p>Procurement Legal Finance</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Cabinet Member Decision ES13(20/21)
Author	Paul Hemming Tel: 033 022 23519
Contact	Wendy Saunders - Tel: 033 022 22553

Director of Property and Assets

Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton

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

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

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

Decision by	Andrew Edwards - Director of Property and Assets
Date added	18 June 2021
Month	November 2021
Consultation/ Representations	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.
Background Documents (via website)	Cabinet Member Decision ES10(20/21)
Author	Paul Hemming Tel: 033 022 23519
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Contract Extension for the Provision of Adult Community Education

West Sussex County Council currently provides adult community education for the residents of West Sussex through a subcontracting model, predominantly delivered by Aspire Sussex Ltd (Aspire). Provision is entirely externally funded via the Department for Education through the Education and Skills Funding Agency (ESFA) and where appropriate, fees paid by the learners. The County Council is accountable to the ESFA for the use of the funding and to Ofsted for the quality and effectiveness of provision.

Aspire were awarded a contract on an initial three-year term, commencing 1 August

2017, with the option for up to a four-year extension.

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

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

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

Director of Education and Skills

Allocation of Funding for a Christmas Holiday Activities and Food Programme	
<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 & 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 OKD10 (21/22) 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>	
Decision by	Paul Wagstaff - Director of Education and Skills
Date added	27 October 2021
Month	November 2021
Consultation/ Representations	Holiday Providers including schools, colleges, sports clubs and childcare providers

	Representations concerning this proposed decision can be made to the Director of Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	Officer Key Decision OKD10 (21/22)
Author	Danny Pell Tel: 033 022 22144
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Recommendation of a provider to run the new Burgess Hill Northern Arc All-Through School	
<p>West Sussex County Council is holding a competition 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 ‘The free school presumption – November 2019’.</p> <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.</p> <p>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.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	1 October 2021
Month	December 2021
Consultation/ Representations	<p>Public consultation held between 28.6.21 and 26.7.21.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Cabinet Member Decision to consult - LS02(21/22) Consultation and Analysis of Results
Author	Vanessa Cummins Tel: 033 022 23046
Contact	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.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	21 October 2021
Month	December 2021
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision
Author	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Enabling Works

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:-

- (1) The commencement of a procurement exercise for appointment of a building contractor
- (2) The allocation of funds required to enter into a pre-construction services agreement and enabling works package and
- (3) The delegation of authority to the Director of Property and Assets to award the contract for pre-construction services and enabling works and the submission of a reserved matters planning application.

Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	30 July 2021
Month	December 2021
Consultation/ Representations	
Background Documents (via website)	Cabinet Member Decision Report LS03(21/22)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Midhurst Rother College, Midhurst - Extension of Changing Rooms - Allocation of Capital Funding for Project Delivery

Midhurst Rother College is an Academy Secondary School providing education for pupils aged 11 to 18 in the Midhurst/Petworth and surrounding areas.

Following an increase in parental preference and a need for Secondary places in the area, the Published Admission Number (PAN) for each year group at the school will be increased to 240. Consequently the changing rooms need expanding to accommodate the increased number of pupils.

In March 2021 the Director of Property and Assets approved the capital funding to enable the detailed design for the additional changing rooms to be progressed through the County Council's Multi-Disciplinary Consultant (MDC), Faithful+Gould Ltd.

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

- the allocation of the funds required for full delivery of the project
- the procurement of a building contractor to construct the extension to the changing rooms and the
- delegation of authority to the Director of Property and Assets to award the contract.

Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	1 November 2021
Month	January 2022
Consultation/ Representations	Schools, parents and local residents, Parish and District Councils Procurement Legal Finance 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
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Allocation of S106 Funding for Additional Accommodation at St Philip Howard Catholic Voluntary Academy, Barnham

St Philip Howard Catholic Voluntary Academy is a 6 form entry Secondary School with a Sixth form. The school has grown in recent years to meet the demand for places which has led to the requirement for more teaching and administrative space, as well as washroom facilities. The school has continued to take additional children over and above their Published Admission Number (PAN) and projections indicate an ongoing need for the additional places created.

The school is proposing to deliver a new teaching block incorporating 8 classrooms, office space, toilets and a lift for disabled access. Section 106 funds have been received totalling £970,000 which must be spent on additional educational infrastructure and/or equipment at St Philip Howard Catholic Voluntary Academy and will assist with funding this development.

Following detailed design and associated cost estimates provided by the school, the Director of Property and Assets will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	18 November 2021

Month	January 2022
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Graham Olway Tel: 033 022 23029
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees	
<p>The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children who need a place. The Basic Need requirements are reviewed annually to identify the next tranches of projects and to ensure planned projects are still required following review of projection data of pupil numbers. The requirements across the county are set out in the annual update of the Planning School Places document.</p> <p>Pupil projections for the Barnham/Westergate planning area are indicating there are insufficient places for children starting school which is in part due to the significant house building across the area. The County Council are often unable to offer local places to movers into the area outside of the annual admissions round as all schools are full. It is therefore proposed that Yapton CE Primary School is expanded from 1.5 form entry (FE) (315 places) to 2FE (420 places) to meet the current demand for places. Additional land has been secured through a S106 Agreement to support the expansion of the school.</p> <p>Following conclusion of a feasibility study to consider how best to expand the school to meet Department for Education (DfE) and West Sussex guidelines for school accommodation, further design work is now required to develop an expansion project that will meet the overall programme for delivery of places by 2024.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of funds to enable the design work to commence.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	24 November 2021
Month	January 2022
Consultation/ Representations	<p>School</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>

Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

School Funding 2022/23	
<p>West Sussex County Council is required, under national funding regulations, to consult schools and the Schools Forum on proposed changes to funding arrangements affecting mainstream school budgets. The School Funding Review 2022/23 consultation document was published on 20th October 2021. Responses to the consultation and feedback from Schools Forum have been taken into account in the development of the local funding formula for mainstream schools in 2022/23.</p> <p>To help fund the DSG recovery plan a proposal to transfer £1.2m of funding from the Dedicated Schools Grant (DSG) Schools block to the DSG High Needs Block was also included as part of the schools funding consultation. Under the funding regulations, any transfer between blocks is a decision that is taken by Schools Forum, although the County Council can seek to overturn this by applying to the Secretary of State for Education through a disapplication request.</p> <p>Following consideration of the responses to the consultation and the feedback from Schools Forum the Cabinet Member for Learning and Skills will be asked to approve the 2022/23 local funding formula for all mainstream schools in the county.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	24 November 2021
Month	January 2022
Consultation/ Representations	<p>Schools Forum – 25th November 2021</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	School Funding Consultation Document
Author	Andy Thorne Tel: 03302223349
Contact	Wendy Saunders Tel: 033 022 22553

Community Support, Fire and Rescue

Cabinet

West Sussex Fire and Rescue Service Annual Statement of Assurance 2020-21

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.

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.

All partners involved have been asked to formally endorse the Annual Statement of Assurance 2020-21. Cabinet will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance for 2020-21.

Decision by	Cllr Urquhart, Cllr Lanzer, Cllr A Jupp, Cllr Russell, Cllr Marshall, Cllr Waight, Cllr Crow, Cllr Hunt, Cllr J Dennis, Cllr N Jupp - Cabinet
Date added	5 October 2021
Month	December 2021
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Sabrina Cohen-Hatton Tel: 033 022 24993
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Community Support, Fire and Rescue

West Sussex Fire and Rescue Service Estates Improvement Plan

Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services report on West Sussex Fire and Rescue Service (WSFRS) in 2018/19 identified areas where the service requires improvement. It is important that the service's estates strategy has a clear objective aligned to and supporting the vision for the WSFRS.

A number of the findings are in areas where there may be asset-based solutions required, to address physical conditions in order to facilitate improvements in areas such as:

- Use of resources and affordability of services
- Promote the right values and culture
- Ensure fairness and promote diversity

The Orange Fire Stations Guide was subsequently commissioned to establish and record the requirements of WSFRS for all fire stations. This was not intended to replace current Building Regulations, British Standards, Codes of Practice, Building Bulletins or any other

statutory legislation but does set out the expectations of West Sussex County Council (WSCC). Upon completion, a survey report, of all fire stations, was undertaken against these requirements to establish current conditions at each facility.

The Estates Improvement Plan clearly sets out the prioritisation of work to address the gaps between current state and that recommended through the guidelines.

All partners involved have been asked to formally approve the Estates Improvement Plan. The Cabinet member for Community Support, Fire and Rescue is recommended to do so, on behalf of the County Council.

Decision by	Cllr Crow - Cabinet Member for Community Support, Fire and Rescue
Date added	24 November 2021
Month	December 2021
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member Community Support, Fire and Rescue and Communities, via the officer contact.
Background Documents (via website)	None
Author	Mark Andrews
Contact	Erica Keegan Tel: 033 022 26050

Cabinet

West Sussex Fire and Rescue Service Community Risk Management Plan 2022-26

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].

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.

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.

Decision by	Cllr Crow, Cllr Hunt, Cllr N Jupp, Cllr J Dennis, Cllr Urquhart, Cllr Russell, Cllr Waight, Cllr Marshall, Cllr Lanzer, Cllr A Jupp -
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	Cabinet
Date added	27 October 2021
Month	March 2022
Consultation/ Representations	<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 15th November 2021 to 21st 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 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.</p>
Background Documents (via website)	None
Author	Sabrina Cohen-Hatton Tel: 033 022 24993
Contact	Erica Keegan Tel: 033 022 26050

Environment and Climate Change

Cabinet Member for Environment and Climate Change

West Sussex Local Flood Risk Management Strategy	
<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 & 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>	
Decision by	Cllr Urquhart - Cabinet Member for Environment and Climate Change

Date added	13 August 2021
Month	November 2021
Consultation/ Representations	Public consultation Communities, Highways and Environment Scrutiny Committee – 30 September 2021 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.
Background Documents (via website)	None
Author	Kevin Macknay Tel: 033 022 26429
Contact	Judith Shore Tel: 033 022 26052

Director of Environment and Public Protection

Award of design and build contract at the Halewick Lane battery storage site	
<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 delegated authority 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>	
Decision by	Steve Read - Director of Environment and Public Protection
Date added	19 August 2021
Month	November 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	David Robinson Tel: 033 022 26995
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Maintenance of Pagham Harbour Local Nature Reserve

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.

On 1 February 2012, the County Council entered into a 99-year lease with the RSPB and a Service Level Agreement for maintenance services.

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.

Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	30 September 2021
Month	November 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Neil Vigar Tel: 033 022 26698
Contact	Judith Shore Tel: 033 022 26052

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

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.

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.

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.

Decision by	Steve Read - Director of Environment and Public Protection
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Date added	23 September 2021
Month	December 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	David Robinson Tel: 033 022 26995
Contact	Judith Shore Tel: 033 022 26052

Finance and Property

Cabinet Member for Finance and Property

Property Holdings (Rolling Entry)	
<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 Asset Management Policy and Strategy. An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities.</p>	
Decision by	Cllr Hunt - Cabinet Member for Finance and Property
Date added	7 September 2021
Month	Between April 2021 and March 2022
Consultation/ Representations	Local members. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet Member for Finance and Property, Cabinet, Leader

Performance and Resources Report (Rolling Entry)

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.

Decision by	Cllr Hunt - Cabinet Member for Finance and Property, Cabinet, Leader
Date added	15 September 2021
Month	Between April 2021 and March 2022
Consultation/ Representations	Representation can be made via the officer contact
Background Documents (via website)	None
Author	Fiona Morris Tel: 033 022 23811
Contact	Natalie Jones-Punch 033 022 25098

Cabinet

Emergency Central Government Funding (Rolling Entry)

Due to the ongoing public health emergency the County Council has received a number of support packages from Central Government. As funds are received the Council needs to determine arrangements to distribute, allocate or make other preparations for the appropriate use of funds received.

The relevant decision maker will be determined by the intended use of the allocated funds. The Council may be required to comply with a number of conditions set out in the terms of the grant which may mean decisions need to be taken quickly due to the need to provide timely financial support related to the Covid-19 pandemic. Members will be consulted or advised of planned decisions with as much notice as can be provided.

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

Director of Property and Assets

Procurement and Award of Contract Heating Plant Replacement at Parkside, Horsham	
<p>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.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	2 June 2021
Month	November 2021
Consultation/ Representations	<p>The project will be issued on the In-Tend procurement system, early engagement and qualifying questions with potential Contractors will commence shortly, with a shortlist being drawn up ready for the full tender to be issued.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel. 022 033 22551

Director of Property and Assets

Award of Framework Agreements for Construction Framework	
<p>The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate. Following Cabinet Member decision ECR06 20 21 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>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	19 August 2021

Month	December 2021
Consultation/ Representations	Cabinet Member for Finance and Property Representation can be made via the officer contact.
Background Documents (via website)	none
Author	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel. 033 022 22551

County Council, Cabinet

Revenue Budget 2022/23 and Capital Programme 2022-2026/27	
<p>The Budget report details the County Council's revenue budget, the level of council tax proposed for 2022/23, the nature of its expenditure, income and savings for a balanced budget. It will also outline the County Council's Capital Programme to cover the period 2022/23 to 2026/27 which will update the programme previously agreed by County Council.</p> <p>Cabinet will be asked to endorse the Revenue Budget and Capital Programme for approval at County Council on 18 February 2022.</p>	
Decision by	Cllr Russell, Cllr A Jupp, Cllr Marshall, Cllr Waight, Cllr Urquhart, Cllr Lanzer, Cllr Hunt, Cllr N Jupp, Cllr Crow, Cllr J Dennis - County Council, Cabinet
Date added	24 November 2021
Month	February 2022
Consultation/ Representations	Performance and Finance Scrutiny Committee All Member Sessions Representations concerning this proposed decision can be made to the Cabinet, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Katharine Eberhart Tel: 033 022 22682
Contact	Natalie Jones-Punch Tel: 033 022 25098

Director of Property and Assets

Procurement and Award of Contract-Littlehampton County Offices	
Littlehampton County Offices is a three-storey property, owned by West Sussex County Council and shared with Sussex Police.	

At the time of the August 2021 Key Decision (FP03 21/22) to vacate Centenary House Durrington, options for replacement office space had been identified for County Council staff including for direct engagement with the public. Some of the capacity will be provided by a move to rented accommodation at Durrington Bridge House on a five-year lease. It is intended to provide the balance of the accommodation at Littlehampton County Offices, which will provide an enduring facility for the Council. A feasibility study has identified a solution that will cost £1.1m to refurbish the property, including making adaptations to reduce the carbon footprint of the building and improve accessibility.

The Director of Property and Assets will be asked to approve the procurement and award of the refurbishment contract and associated expenditure.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	23 November 2021
Month	February 2022
Consultation/ Representations	Local Member – Littlehampton Town / Cabinet Member for Finance and Property Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel: 033 022 22551

Highways and Transport

Director of Highways, Transport and Planning

Establishment of a Dynamic Purchasing System for passenger transport services
<p>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.</p> <p>The scope of services include but are not limited to –</p> <ul style="list-style-type: none"> • Mainstream school transport • Special Education Needs or Disability (SEND) transport • Children and Adult Services transport • Secure vehicles and medical transfer <p>A procurement exercise will be undertaken for a Dynamic Purchasing System to operate for an initial period of 5 years.</p> <p>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</p>

behalf of the County Council and its service users.	
Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	5 October 2021
Month	November 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Andy Ekinsmyth Tel: 033 022 26687
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

A29 Realignment Phase 1 - Compulsory Purchase Order	
<p>Delivery of Phase 1 of the A29 realignment 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>	
Decision by	Cllr J Dennis - Cabinet Member for Highways and Transport
Date added	11 October 2021
Month	November 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made

	to the Cabinet Member for Highways and Transport, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Stephen Reed Tel: 033 022 27328
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

On-Street Parking Management in West Sussex	
<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>	
Decision by	Cllr J Dennis - Cabinet Member for Highways and Transport
Date added	19 August 2021
Month	December 2021
Consultation/ Representations	<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>
Background Documents (via website)	None

Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Adur and Worthing Councils Agency Agreement for Parking	
<p>The current Agency Agreement with Adur and Worthing Councils for the provision of parking services: <i>Civil Parking Enforcement (CPE) services and operational management of the Worthing Controlled Parking Zone (CPZ)</i> 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.</p> <p>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.</p> <p>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.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	11 October 2021
Month	December 2021
Consultation/ Representations	<p>Director of Law and Assurance Director of Finance and Support Services Adur and Worthing Councils Parking Services and Legal Teams</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Award of Contract for Highways Client Support Services	
<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>	

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.

Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	15 September 2021
Month	December 2021
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Award of Highway Improvement Contracts - phase 1 (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 1.

Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	15 September 2021
Month	December 2021

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

Director of Highways, Transport and Planning

A284 Lyminster bypass (north) - Construction Contract Award	
<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>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	21 October 2021
Month	December 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Mark Martin Tel: 033 022 25922
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Highways and Transport Delivery Programmes 2022/2023

The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2022/23 and 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.

Decision by	Cllr J Dennis - Cabinet Member for Highways and Transport
Date added	15 September 2021
Month	January 2022
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Transport, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 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.

Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	15 September 2021
Month	January 2022
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning

Award of Contract for Highways Core Professional Services

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.

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.

Decision by	Matt Davey - Director of Highways, Transport and Planning
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Date added	5 October 2021
Month	January 2022
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Public Health and Wellbeing

Cabinet Member for Public Health and Wellbeing

Contract arrangements for Community Advice & Support	
<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 & 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 & 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 & 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>	
Decision by	Cllr Lanzer - Cabinet Member for Public Health and Wellbeing
Date added	19 August 2021
Month	November 2021
Consultation/ Representations	Consultation with District and Borough Councils.

	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.
Background Documents (via website)	None
Author	Seth Gottesman Tel: 033 022 28706
Contact	Erica Keegan Tel: 033 022 26050

Support Services and Economic Development

Director of Finance and Support Services

Award of Contract(s) Information Technology Services	
<p>In December 2020 the Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR04_20-21, to insource and recommission, through new contracts, the services currently provided by Capita through the Information Technology outsource contract.</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>	
Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	14 April 2021
Month	November 2021
Consultation/ Representations	External Consultants SOCITM; Director Law and Assurance Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 0330 222 2551

Director of Finance and Support Services

Award of Contract: Design and Implementation Support Service	
<p>In March 2021, the then Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR07 20-21 to procure specialist resource to support the 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.</p>	
Decision by	- Director of Finance and Support Services
Date added	30 July 2021
Month	November 2021
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Cabinet Member for Support Services and Economic Development
Background Documents (via website)	none
Author	Alistair Rush Tel: 033022 22002
Contact	Suzannah Hill 033 022 22551

Executive Director Place Services

Worthing Public Realm Improvements, Railway Approach: Endorsement Detailed Design Stage and Funding Arrangements
<p>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.</p> <p>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</p>

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.

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

Director of Finance and Support Services

Endorsement of Procurement and Award of Contract: Microsoft Licences	
<p>West Sussex County Council entered into an Enterprise Licensing Agreement with Microsoft via a reseller in April 2019 for three years. This agreement provides access to a variety of Microsoft applications, tools and modules which are essential to supporting the Council's business operations. A new Enterprise Licencing Agreement will be required from 01 April 2022 for the next three years. The estimated total contract value is £4m.</p> <p>The Director of Finance and Support Services will be asked to agree to enter into a new Microsoft licensing agreement for three years to meet the Council's business and infrastructure licensing requirements.</p>	
Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	1 November 2021
Month	December 2021
Consultation/ Representations	Cabinet Member for Support Services and Economy Representation can be made via the officer contact.

Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel. 033 022 22551

Director of Finance and Support Services

Endorsement of Procurement and Award of Contract: IT Hardware	
<p>West Sussex County Council has purchased IT hardware (laptops, servers, processors etc) through the Capita Information Technology Outsource contract which expired on 30 September 2021.</p> <p>The Director of Finance and Support Services will be asked to endorse a procurement process and agree an award of contract for a provider of IT hardware for the next two years.</p>	
Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	1 November 2021
Month	December 2021
Consultation/ Representations	Cabinet Member for Support Services and Economy Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Endorsement of Procurement and Award of Contract Manor Royal Highways Improvement Phase 2
<p>Manor Royal Highways Improvement package is a key project within the approved Crawley Growth Programme that will provide sustainable transport infrastructure and highway upgrades to boost overall transport capacity and enable significant modal shift from car usage to bus, rail, cycling and walking alternatives. It will also deliver public realm transformation to upgrade the quality of the living environment and business environment and so attract higher quality new jobs and homes.</p> <p>The project is to be delivered over two phases as set out in decision report OKD74 20-21. Phase 2 includes highway alignment alteration for the Manor Royal bus lane, Metcalf Way traffic calming and Gatwick Road/ Manor Royal junction improvements</p> <p>The Executive Director Place Services will be asked to endorse the procurement process and agree an award of contract for delivery of the Manor Royal Highways Project Phase 2.</p>

Decision by	Lee Harris - Executive Director Place Services
Date added	1 November 2021
Month	December 2021
Consultation/ Representations	Local member. Cabinet Member for Support Services and Economy. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel: 033 022 22551