

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 sitting in public. The meetings are also 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: 18 August 2022

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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18	Assistant Director (Property and Assets)	Allocation of S106 Funding to create provision for accommodating bulge classes at Sir Robert Woodard Academy, Lancing	August 2022
18	Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Maidenbower Infants School, Crawley - Allocation of Funding for Project Delivery	August 2022
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20	Cabinet Member for Learning and Skills	Allocation of Funding for Expansion of QEII Silver Jubilee School, Horsham	August 2022
21	Cabinet Member for Learning and Skills	Procurement of a Framework for Short Breaks for Disabled Children and Young People	August 2022
21	Cabinet Member for Learning and Skills	Allocation of Funding for Design Fees for Expansion of Brantridge School, Staplefield, Haywards Heath	August 2022
22	Assistant Director (Property and Assets)	Award of contract for works to expand Lindfield Primary Academy, Haywards Heath	August 2022
23	Assistant Director (Property and Assets)	Allocation of S106 funding for bulge classes at Downlands Community School, Hassocks	August 2022
24	Assistant Director (Education and Skills)	Award of grant funding to deliver the Multiply adult numeracy programme	September 2022
25	Assistant Director (Property and Assets)	Award of contract for works to create a Special Support Centre at St Margaret's CE Primary School, Angmering	September 2022
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26	Cabinet Member for Learning and Skills	Allocation of Funding for Schools Access Initiative	September 2022
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28	Cabinet Member for Learning and Skills	Commissioning of an Adult Community Education Service	September 2022
28	Assistant Director (Property and Assets)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	October 2022
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30	Assistant Director (Environment and Public Protection)	Contract Award - Street Sweepings Processing	August 2022
31	Cabinet Member for Environment and Climate Change	Establishment of the West Sussex Invest to Save Fund	August 2022
32	Cabinet Member for Environment and Climate Change	Procurement of Single Supplier Framework for delivery of Solar PV and Battery Storage Programme	August 2022
32	Assistant Director (Environment and Public Protection)	Award of Pre-Construction Service Agreement at the Halewick Lane Battery Storage site	August 2022
33	Assistant Director (Environment and Public Protection)	Contract award for performance monitoring, operation and maintenance of ground mounted solar PV systems	September 2022
34	Cabinet	Emergency Central Government Funding (Rolling Entry)	Before December 2022
35	Cabinet, Leader, Cabinet Member for Finance and Property	Performance and Resources Report (Rolling Entry)	Before April 2023
35	Cabinet Member for Finance and Property	Property Holdings (Rolling Entry)	Before April 2023
36	Director of Finance	Award of Contract(s) Information	Before April

	and Support Services	Technology Services (Rolling Entry)	2023
37	Cabinet Member for Finance and Property	Endorsement: Community Asset Transfer Leases	August 2022
37	Assistant Director (Property and Assets)	Award of Contract: Multi-disciplinary Consultancy	September 2022
38	Director of Finance and Support Services	Award of Contract: Design and Implementation Support Service	September 2022
39	Cabinet Member for Highways and Transport	Review of Integrated Parking Strategy 2022 - 2027	August 2022
40	Cabinet Member for Highways and Transport	Review of the Highway Improvement Programme	August 2022
40	Cabinet Member for Highways and Transport	Response to the consultation by Transport for the South East on a Draft Strategic Investment Plan	September 2022
41	Director of Public Health	Variation to Extend Contract for Provision for Children, Young People and Family/Carers and Adults who use Alcohol/Drugs	August 2022
42	Director of Finance and Support Services	Award of Contract: Data Archiving Solution for SAP	August 2022
43	Cabinet Member for Support Services and Economic Development	Endorsement of design and procurement process: Worthing Public Realm Improvements programme: Railway Approach Scheme	September 2022

Leader

None

Adults Services

Director of Adults and Health

YMCA Blended Counselling Contract Extension

The Contract with YMCA Downlink to provide Blended Counselling began in November 2018, to run three years until October 2021, with the facility for a 2 year extension.

The contract is monitored quarterly by the Children and Young People Joint Commissioning Unit and has been fully funded through Clinical Commissioning Group (CCG) which is then recharged to West Sussex County Council.

Blended Counselling is a key component of West Sussex's Emotional Wellbeing Offer and throughout 2022-20223 YMCA Downlink will have a lead role in the implementation of the new West Sussex Single Point of Advice (SPOA).

The NHS have agreed ongoing funding for the proposed extension period.

The Director of Adults and Health is requested to extend the contract with YMCA Downlink to supply Blended Counselling for children aged 11-18 in West Sussex by applying the +2 year extension provision in the contract until 31st October 2023.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	23 February 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Linda Jones Tel: 033 022 28559
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults Services

Short Break Services for Family and Friend Carers (Adults) Procurement

The Cabinet Member for Adults Services will be asked to consider the re-commissioning

of a range of short break services for those providing care and support to an adult with frailty/living with dementia. The current configuration of services that provide short break services are in the final year of contractual agreement with the County Council. The intention is that provision will re-focus on the different needs of these carers across the county, following a period of lockdowns/pandemic.

Short Break Services for Family and Friends Carers will be part of a range of options that carers will be able to choose from and refer themselves into so as to gain a break. The services will usually be aimed at the 'cared for person' and include:

- Regular activity based sessions away from the home environment e.g. outings or clubs that are based at a venue. Weekday, weekend or evening provision
- One to one support at home and trips out

There may also be other services that involve the carer and cared for enjoying outings/activities together as carers value being out of the house as valuable respite from daily routine.

The Cabinet Member for Adult Services will be asked to agree the commencement of a procurement process that will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders and delegate authority to the Director of Adults and Health to award the contract(s).

Decision by	Cabinet Member for Adults Services (Councillor Amanda Jupp)
Date added	17 June 2022
Month	August 2022
Consultation/ Representations	<p>Extensive stakeholder consultation, including all partners on the Carers Strategic Partnership Group. Carer Support West Sussex has undertaken on our behalf questionnaires and focus groups specifically around day breaks for carers.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults Services via the officer contact.</p>
Background documents (via website)	None
Author	Mark Greening Tel: 033 022 23758
Contact	Erica Keegan Tel: 033 022 26050

Director of Adults and Health

Integrated Community Equipment Service Contract Award

West Sussex County Council (WSCC) has a contract with NRS Healthcare for the provision of Community Equipment Services. Community equipment (such as beds, chairs, perching stools and mattresses) is widely recognised as a cost-effective method

of meeting eligible social care need and evidence suggests it is also effective in preventing, reducing and delaying the need for ongoing care, reducing unplanned admissions and enabling people to remain safe and independent in their own homes.

The existing service expires on 31st March 2023. It is led and managed, via section 75 agreement, between West Sussex County Council and West Sussex CCG on behalf of the health and social care system. The annual cost, currently budgeted between £9-10 million, is split almost equitably between Health and Social Care. All equipment is prescribed by a range of professionals and attributable cost of each piece depends on circumstances, such as the location of the customer and the type of equipment.

Following the decision taken to re-commission, to provide an all age countywide Integrated Community Equipment Service, it is proposed that once the tender process is complete the Director of Adults and Health will be asked to award the contract to the most economically advantageous bidder.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	28 February 2022
Month	August 2022
Consultation/ Representations	Representations, on the proposed decision, can be made via the officer contact by the beginning of the month in which the decision will be taken.
Background documents (via website)	None
Author	Chris Jones Tel: 0330 022 28249
Contact	Erica Keegan Tel: 033 022 26050

Director of Adults and Health

Housing Related Support Contract Extensions

The contracted services provide Housing Related Support in accommodation based settings to those experiencing homelessness or rough sleeping, young people aged 16-24 and those fleeing domestic abuse. The services assist the council in meeting its statutory duties and some of the specific outcome priorities as detailed in the West Sussex *Our Council Plan*.

These are:

- Keeping people safe from vulnerable situations.
- A sustainable and prosperous economy.
- Helping people and communities to fulfil their potential.
- Making the best use of resources

The Director of Adults and Health will be asked to consider the extension of eight Housing Related Support contracts from 1st October 2022 – 30th September 2024. The initial term of these contracts ends on 30th September 2022 and the contracts allow for an extension for a further two years.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	18 July 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel: 033 022 26050

Director of Adults and Health

Deprivation of Liberty Safeguards (DoLS) Direct Award: Action First Assessments	
<p>Deprivation of Liberty Safeguards ('DoLS') is the legal framework that protects people's human rights if they are deemed to be 'deprived of liberty' in a hospital or care home. To meet high levels of demand for DoLS assessments, West Sussex County Council uses a range of in-house and externally commissioned DoLS assessors. From Autumn 2019 a significant tranche of this work has been carried out by a national provider: Action First Assessments Ltd, via a framework agreement created by Nottinghamshire County Council.</p> <p>Approval for this arrangement was initially agreed until 31/03/21. The agreement was then extended for a further period until 31/08/22. The Nottinghamshire CC framework agreement has now ended and therefore West Sussex County Council is seeking to directly award the contract from 31/08/22.</p> <p>Future contracting decisions are being made in the context of legal changes which will be implemented in the coming years. These changes will replace DoLS with a new legal framework: the Liberty Protection Safeguards. As yet government have not confirmed an implementation date but this new scheme could come into effect from October 2023 onwards.</p> <p>To deliver business as usual DoLS workload and manage waiting lists ahead of the legal changes, the Director of Adults and Health will be asked to approve a direct contract award for a further 19 months until 31st March 2024. This will ensure continuity of service. A revised timetable will allow the County Council to review viability of future delivery models and explore opportunities to enhance the service offer to meet increased customer need.</p>	
Decision by	Director of Adults and Health (Alan Sinclair)
Date added	18 July 2022
Month	August 2022
Consultation/	

Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Loretta Rogers Tel: 033 022 27985
Contact	Erica Keegan Tel:033 022 26050

Director of Adults and Health

Short Break Services for Family and Friends Carers (Adults) Award of Contract(s)	
<p>A range of short break services for those providing care and support to an adult with frailty/living with dementia are in the process of being recommissioned. The current configuration of services that provide short break services are in the final year of contractual agreement with the County Council. The intention is that provision will re-focus on the different needs of these carers across the county, following a period of lockdowns/pandemic.</p> <p>Short Break Services for Family and Friends Carers will be part of a range of options that carers will be able to choose from and refer themselves into so as to gain a break. The services will usually be aimed at the 'cared for person' and include:</p> <ul style="list-style-type: none"> • Regular activity based sessions away from the home environment e.g. outings or clubs that are based at a venue. Weekday, weekend or evening provision • One to one support at home and trips out <p>There may also be other services that involve the carer and cared for enjoying outings/activities together as carers value being out of the house as valuable respite from daily routine.</p> <p>Following the Cabinet Member for Adult Services decision on the commencement of a procurement process, that will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders, the Director of Adults and Health will be asked to award the contract(s).</p>	
Decision by	Director of Adults and Health (Alan Sinclair)
Date added	16 June 2022
Month	December 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	Mark Greening Tel: 033 022 23758
Contact	Erica Keegan Tel:033 022 26050

Children and Young People

Director of Children, Young People and Learning

Commissioning of specialist support staff to assist delivery of the Family Safeguarding Model for Children and Young People (Rolling Entry)

As part of the redesign of Children’s Services the Council is implementing a Family Safeguarding Model of practice which requires specialist staff to deliver services to support adults in families open to Children’s Social Care.

Whilst the County Council and Health provides some of these services, the Family Safeguarding Model is an integrated approach with co-located teams made up of all the services required to provide an effective intervention. Therefore, it will be necessary to work with partner service providers to contribute to delivering elements of the wrap-around support for families, particularly those facing issues with mental health, domestic abuse and substance misuse.

The partner service providers will be those already delivering mental health support (Sussex Partnership Foundation Trust and/or Sussex Community Foundation Trust), substance misuse support (Change, Grow, Live), and domestic abuse support (the Probation Service), in line with nationally recognised best practice.

The Director for Children, Young People and Learning will be asked to approve the direct award of separate contracts to source the provision of the following specialist staff to support delivery of the Family Safeguarding Model:

- mental health support staff - to Sussex Partnership Foundation Trust and/or Sussex Community Foundation Trust
- substance misuse support staff - to Change, Grow, Live
- domestic abuse support staff - to the Probation Service

Should the timescale for award of contracts align then a single decision may be taken to award the contracts for sourcing of specialist staff for all elements described above; if not then multiple decisions will be required.

Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	3 May 2022
Month	Between July 2022 and October 2022
Consultation/ Representations	Procurement Finance Legal Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background	None

documents (via website)	
Author	Daniel Ruaux Tel: 033 022 22695
Contact	Wendy Saunders Tel: 033 022 22553

Director of Children, Young People and Learning

Award of contract for refurbishment of Contact Centre at Orchard House Children's Home	
<p>Orchard House children's home in Cuckfield is part of the County Council's Residential Service. The buildings at the site provide a range of services including court-ordered supervised contact between children and families.</p> <p>The Cabinet Member for Children and Young People approved the allocation of funding for remodelling the wider Orchard House site and the launch of two separate procurement processes to undertake the works, with the refurbishment of the contact centre being one of these tender opportunities (decision CYP04(21/22) refers)</p> <p>The Cabinet Member also delegated authority for the award of the contracts to carry out the works. Therefore, on completion of the procurement process the Director of Children, Young People and Learning will be requested to approve the award of a contract to carry out the refurbishment of the contact centre to the successful provider.</p>	
Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	13 April 2022
Month	August 2022
Consultation/ Representations	<p>Finance Legal Procurement</p> <p>Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	Cabinet Member Decision CYP04(21/22)
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Repurposing of Former West Green Youth Centre
<p>There is a requirement to identify a permanent location for a dedicated space where contact between families and children we care for can take place. The former West Green Youth Centre building has been identified as suitable for this purpose. Remodelling works will be required to ensure the West Green building is suited to</p>

delivering a contact service.

Relocating to the building in West Green frees up the existing Crawley site used by the service to provide some of the temporary accommodation necessary to enable the refurbishment of two County Council children's homes (decision [CYP02\(21/22\)](#) refers).

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

- The allocation of funding to carry out the remodelling
- The expansion of the scope of the procurement described in decision [CYP02 \(21/22\)](#) to include delivery of the works to the West Green building
- The delegation of authority to the Director of Children, Young People and Learning to award the contract.

Decision by	Cabinet Member for Children and Young People (Councillor Jacquie Russell)
Date added	9 June 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker, 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	Patricia Martin
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Procurement of residential provision for children with complex needs

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.

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.

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 Director of Children, Young People and Learning to enter into a legal agreement with the other local authorities involved and award the contract.

Decision by	Cabinet Member for Children and Young People (Councillor Jacquie Russell)
Date added	18 November 2021
Month	September 2022
Consultation/ Representations	Procurement Legal Finance 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	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel; 033 022 22553

Director of Children, Young People and Learning

Award of contract for remodelling and refurbishment 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.</p> <p>The Cabinet Member for Children and Young People approved the allocation of funding and the launch of a procurement to undertake remodelling and refurbishment works to modernise the home and improve the facilities for those children resident there and those who undertake short breaks at the home (decision CYP04(21/22) refers).</p> <p>The Cabinet Member also delegated authority for the award of the contract to carry out the works. Therefore, on completion of the procurement process, the Director of Children, Young People and Learning will be requested to approve the award of a contract to the successful provider.</p>	
Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	13 April 2022
Month	October 2022
Consultation/ Representations	Finance Legal Procurement Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken.
Background	Cabinet Member Decision CYP04 (21/22)

documents (via website)	
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Learning and Skills

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	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	24 November 2021
Month	August 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
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Assistant Director (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 Learning and Skills approved the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School ([Decision LS05\(21/22\)](#) refers). The Cabinet Member also delegated authority to the then Director of Property and Assets to award the contract for the project.

The Assistant Director (Property and Assets) will be asked to approve the award of contract for the proposed project at The Forest School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	11 January 2021
Month	August 2022
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (Property & 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

Assistant Director (Property and Assets)

Award of Contract for creation of a Special Support Centre at Felpham Community College, Bognor Regis

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 November 2021 the Cabinet Member for Learning and Skills approved the allocation of funding to establish a Special Support Centre (SSC) at Felpham Community College for 12 children aged 11 to 16 with Social Communication Needs from September 2023 (decision [LS10 \(21/22\)](#) refers). The Cabinet Member also delegated authority to the then Director of Property and Assets to launch a procurement for the works and enter into a construction contract with the successful tenderer.

The Assistant Director (Property and Assets) will be asked to approve the award of contract for the creation of a SSC at Felpham Community College.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	15 February 2022
Month	August 2022
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (Property & 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 LS10 (21/22)
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (Property and Assets)

Award of Contract for the Extension of the Changing Rooms at Midhurst Rother College, Midhurst

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

In March 2022 the Cabinet Member for Learning and Skills agreed that funding was allocated for the provision of additional changing facilities (Decision reference [LS16 \(21/22\)](#) refers); these additional facilities will enable the school to increase its Published Admission Number to 240 in all year groups. As part of the decision authority was delegated to the Assistant Director (Property and Assets) that, subject to receipt of planning permission and statutory consents, a construction contract should be entered into with the successful tenderer.

A procurement is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the successful tenderer.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	1 April 2022

Month	August 2022
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (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 Report LS16(21/22)
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (Property and Assets)

Award of contract for construction works to enable the provision of a bulge class at The Burgess Hill Academy	
<p>Following a review of pupil projections for starting secondary school in Mid Sussex, it is necessary to provide for a bulge class of 30 pupils at The Burgess Hill Academy for September 2022. In order to accommodate this temporary increase in pupil numbers a project will be delivered to carry out remodelling and improvements to teaching and non-teaching areas at the school, the funding for which has been previously approved by decisions ES10 (20/21) and OKD54 (21/22).</p> <p>A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the successful tenderer.</p>	
Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	13 April 2022
Month	August 2022
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets), via the Contract 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

Assistant Director (Property and Assets)

Allocation of S106 Funding to create provision for accommodating bulge classes at Sir Robert Woodard Academy, Lancing

Following a review of pupil projections for starting secondary school in Shoreham and Lancing in 2022, it is necessary to provide for two bulge classes of 30 pupils at Sir Robert Woodard Academy for September 2022 to ensure sufficient places are available for those starting secondary school.

The project will provide additional general teaching accommodation in modular accommodation and external dining facilities, enabling the school to accommodate a temporary increase in pupil numbers. This will be funded by monies from S106 funds which have been received specifically for creating additional secondary aged capacity within the planning area at Sir Robert Woodard Academy.

The Assistant Director (Property and Assets) will be asked to approve the budget required for delivering the expansion project at Sir Robert Woodard Academy in Lancing.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	13 April 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets), via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Phase 2 Special Support Centre Programme - Maidenbower Infants School, Crawley - 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 Maidenbower Infants 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 Maidenbower Infants School in Crawley.

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 Maidenbower Infants School to proceed.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	19 May 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker, 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

Assistant Director (Property and Assets)

Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley

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 CAB03\(19/20\)](#) refers). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres (SSCs) including Maidenbower Infants School in Crawley ([Decision reference ES09 \(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to delivery of the SSC at Maidenbower Infants School.

As part of a separate key decision process the Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding for delivery of the SSC and to delegate authority to launch a procurement for the necessary works.

Following completion of the procurement exercise the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider for the construction phase, of the project to provide a Special Support Centre at Maidenbower Infants School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	25 May 2022

Month	August 2022
Consultation/ Representations	Maidenbower Infant School Maidenbower Junior School Representations concerning this proposed decision can be made to the decision maker, 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	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Allocation of Funding for Expansion of QEII Silver Jubilee School, Horsham	
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.</p> <p>Following a review of current numbers on roll, projected needs and the existing accommodation at QEII School in Horsham the need for further additional accommodation has been identified, to enable the school to accommodate up to 65 additional young people in a phased approach from September 2022. The school caters for 2 to 19 year olds with Special Educational Needs.</p> <p>It is proposed that the additional provision is provided on a satellite site in Horsham, to be leased by the County Council. Refurbishment work will be required to ensure the accommodation at the satellite site is appropriate for the pupils who will be located there. The additional physical space created through this work will enable QEII School to accommodate the most complex young people with SEND.</p> <p>The feasibility work for the project to accommodate the pupils has been commissioned. Following detailed design and associated cost estimates the Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	28 June 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background	None

documents (via website)	
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Procurement of a Framework for Short Breaks for Disabled Children and Young People	
<p>West Sussex County Council has a statutory duty to provide Short Breaks for children and young people with additional needs and disabilities, and their families. Short breaks give parents and carers a break from their caring role and provide the opportunity for children and young people with additional needs and disabilities to try new experiences.</p> <p>Short breaks are currently sourced via a Dynamic Purchasing Scheme which has a term of seven years and expires on 31 March 2023. It is proposed to set up a new Framework for commissioning Short Breaks from April 2023.</p> <p>The Cabinet Member for Learning and Skills will be requested to approve the commencement of a procurement process to enable the commissioning of Short Breaks for disabled children to continue. The Cabinet Member will also be asked to delegate authority to the Director of Children, Young People & Learning to award places on the Framework to providers who meet the required criteria.</p>	
Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	23 February 2022
Month	August 2022
Consultation/ Representations	<p>Procurement Legal Finance</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Author	Michael Rhodes-Kubiak Tel: 033 022 24511
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Allocation of Funding for Design Fees for Expansion of Brantridge School, Staplefield, Haywards Heath	
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 sets out the aim to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools</p>	

Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.

Brantridge School in Staplefield is an Academy that caters for 48 6 to 11 year olds with Special Educational Needs including Social, Emotional and Mental Health Needs. To assist in managing the growing demand for places an increase in pupil numbers and a change in age range to incorporate secondary aged pupils has recently been agreed, meaning that overall provision will rise from 48 to 128 places in total.

The need to create a secondary block has been identified to enable the school to accommodate these 80 additional secondary aged young people in a phased approach.

The viability work for the project to accommodate the pupils has now been completed. Following detailed feasibility and associated cost estimates the Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable full design to proceed.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	17 June 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (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 was necessary to provide for a bulge class of 30 pupils at Lindfield Primary Academy in September 2021.

It is proposed to expand the school by creating 1 additional classroom as an extension to the existing school buildings to provide permanent provision for this bulge class. 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 then 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 will exceed this value. Therefore in May 2022 the Assistant Director (Property and Assets) approved the total allocation of £1m of received S106 contributions for this project (decision [OKD07\(22/23\)](#) refers).

A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of contract for the expansion project to the successful tenderer.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	21 October 2021
Month	August 2022
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (Property & 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

Assistant Director (Property and Assets)

Allocation of S106 funding for bulge classes at Downlands Community School, Hassocks

Following a review of pupil projections for starting secondary school in Mid Sussex, it is necessary to provide for a bulge class of 30 pupils at Downlands Community School in Hassocks for September 2022 and 2023, creating a total of 60 additional places.

Whilst the school can accommodate the first bulge class an expansion project will be required to provide sufficient accommodation for the 2023 bulge class. The project will invest in teaching and non-teaching areas providing the school with sufficient capacity for the temporary increase in pupil numbers.

Following completion of the viability study, funds will be sought in line with the most recent cost estimate to enable the works to be taken forward. The monies for the project will be allocated from S106 funds which have been received specifically for Downlands Community School.

The Assistant Director (Property and Assets) will be asked to approve the budget

required for the project to expand Downlands Community School in Hassocks.	
Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	28 June 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker 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

Assistant Director (Education and Skills)

Award of grant funding to deliver the Multiply adult numeracy programme	
<p>West Sussex County Council (WSCC) has been awarded an allocation of £3,689,038 by the Department for Education (DfE), phased over the next three years, to deliver "Multiply".</p> <p>Multiply is for those aged 19+ who do not have a level 2 maths qualification (GCSE 4-9 / A*-C). It aims to help people improve their ability to understand and use maths in daily life, home, and work - whether that be improving household finances, helping children with homework, making more sense of the facts in the media, or improving numeracy skills specific to a line of work.</p> <p>Expressions of Interest will be sought from a range of organisations to deliver a raft of new and innovative interventions which engage adults and support them to improve their numeracy.</p> <p>The Assistant Director (Education and Skills) will be asked to approve the award of grants to the successful applicant organisations in order that delivery of this phase of the project can commence from 01 September 2022.</p>	
Decision by	Assistant Director (Education and Skills) (Paul Wagstaff)
Date added	1 June 2022
Month	September 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken
Background documents	None

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

Assistant Director (Property and Assets)

Award of contract for works to create a Special Support Centre at St Margaret's CE Primary School, Angmering

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Increasing provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Special Support Centres (SSCs) will assist with the aim of enabling children to attend school locally.

In November 2021 the Cabinet Member for Learning and Skills approved the allocation of funding to enable the establishment of a 12 place SSC at St Margaret's Primary School (decision [LS08 \(21/22\)](#) refers. As part of the decision the Cabinet Member also delegated authority to the then Director of Property and Assets to undertake a procurement exercise and to enter into a contract for delivery of the project.

A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of contract for the establishment of a SSC at St Margaret's Primary School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	13 April 2022
Month	September 2022
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (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 LS08 (21/22)
Author	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (Property and Assets)

Award of contract for works to expand the Special Support Centre at West Park CE Primary School, Worthing

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Increasing provision for children and young people with

Special Educational Needs and Disabilities (SEND) through the creation of additional places in Special Support Centres (SSCs) will assist with the aim of enabling children to attend school locally..

In November 2021 the Cabinet Member for Learning & Skills approved the allocation of funding for the expansion and redesignation of the SSC at West Park Primary School ([decision LS09 \(21/22\)](#) refers). As part of the decision the Cabinet Member also delegated authority to the then Director of Property and Assets to undertake a procurement exercise and to enter into a contract for delivery of the project.

A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of contract for the expansion of the West Park Primary School SSC.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	13 April 2022
Month	September 2022
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (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 LS09 (21/22)
Author	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Allocation of Funding for Schools Access Initiative

The County Council encourages the inclusion, where appropriate, of all pupils with disabilities in mainstream schools. To assist in enabling this it is proposed that additional funds are approved for the Schools Access Initiative budget to fund adaptations and improvements to school buildings to ensure their accessibility to pupils where reasonably practicable. This will improve the educational and social outcomes for children and their families and reduce the requirement for more costly specialist Special Educational Needs and Disabilities (SEND) provision. Works funded by the budget could include installing hygiene facilities, ramps and making acoustic improvements.

In February 2022 the County Council approved an allocation of £250,000 for the Schools Access Initiative for the 2022/23 financial year. The Cabinet Member for Learning and Skills will be asked to approve the allocation of additional funding from Basic Need Capital Provision to provide a School Access Initiative budget for 2023/24 to 2026/27.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	26 July 2022

Month	September 2022
Consultation/ Representations	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

Cabinet Member for Learning and Skills

Phase 2 Special Support Centre Programme - Warden Park Secondary Academy - Allocation of Additional 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 (SSC) including expanding the SSC at Warden Park Academy to create additional places ([Decision reference ES09 \(20/21\)](#)).

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including education infrastructure at Warden Park Secondary Academy (decision [ES10 \(20/21\)](#) refers).

Since that approval further design work has been undertaken and costed in relation to expanding the SSC at Warden Park Academy. This indicates that additional funding will be required over and above the S106 allocation to deliver the works required.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of additional capital funding from the Capital Programme to enable the project to create additional places at the Special Support Centre at Warden Park Academy to proceed.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	26 July 2022
Month	September 2022
Consultation/ Representations	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	

Cabinet Member for Learning and Skills

Commissioning of an Adult Community Education Service	
<p>Adult learning is a non-statutory provision, externally funded via the Department for Education through the Education Skills Funding Agency (ESFA). The County Council receive a £3.1m Adult Education Budget each year from the ESFA which funds the provision of learning for adults to obtain skills or qualifications and/or enhance their wellbeing.</p> <p>The County Council currently provides adult education through a subcontracting model and the term of the current contract is due to expire during 2023. Future options for the delivery model for Adult Learning are therefore being considered to align with a new approach for Adult Community Education that is being developed to respond to the current context.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the new approach to Adult Community Education and the launch of a procurement exercise for the delivery of Adult Learning from August 2023. The Cabinet Member will also be asked to approve the delegation of authority to the Assistant Director (Education and Skills) to award the contract/s to the successful provider/s.</p>	
Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	1 August 2022
Month	September 2022
Consultation/ Representations	<p>Adult Education Providers</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	Derry Richardson Tel: 033022 27652
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (Property and Assets)

Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley
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St Wilfrid's Catholic School in Crawley is currently a 5 form entry (5FE) 11-16 Secondary School. The school has grown in recent years to meet the demand for places, taking bulge classes of 30 pupils in each of the last three years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.

It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.

It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (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	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	12 August 2022
Month	October 2022
Consultation/ Representations	Cabinet Member for Learning and Skills Representations concerning this proposed decision can be made to the Assistant Director (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)	
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (Property and Assets)

Allocation of S106 funding to enable expansion of The Holy Trinity CE Secondary School, Crawley

The Holy Trinity CE Secondary School in Crawley is currently a 7 form entry (7FE) 11-18 Secondary School. To meet the increased need for pupil places in Crawley and the wider area, it is necessary to accommodate a bulge class of 30 pupils at the school in September 2022. Projections indicate an ongoing demand for additional Secondary places and therefore it is proposed that the school be expanded from 7FE to 8FE (210 to 240 per year) to meet the demand. Additional accommodation is required to enable the school to become an 8FE 11-18 Secondary School in all year groups.

It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.

It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the

Assistant Director (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	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	12 August 2022
Month	October 2022
Consultation/ Representations	Cabinet Member for Learning and Skills Representations concerning this proposed decision can be made to the Assistant Director (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)	
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Community Support, Fire and Rescue

None

Environment and Climate Change

Assistant Director (Environment and Public Protection)

Contract Award - Street Sweepings Processing	
<p>In October 2017 the County Council entered into a contract with Biffa Waste Services Limited to process and recycle street sweepings.</p> <p>The contract allows the County Council to divert street sweepings from landfill and push the material further up the waste hierarchy to recycle 99% of the material. This has saved the Council around £2.6m over the life of the current contract to-date due to a significantly lower price per tonne for processing compared to other disposal routes.</p> <p>The initial three-year processing contract has already been extended to its maximum term of five years and will end on 1 October 2022.</p> <p>The Assistant Director of Environment and Public Protection will undertake the procurement process for the provision of street sweepings processing services (reception into facility, recycling, treatment and disposal). Upon the conclusion of that process, the Assistant Director will be asked to award the contract based on the most advantageous bid after technical and financial evaluation.</p>	
Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	7 January 2022

Month	August 2022
Consultation/ Representations	District and Borough Councils in West Sussex 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	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel. 033 022 26052

Cabinet Member for Environment and Climate Change

Establishment of the West Sussex Invest to Save Fund	
<p>The West Sussex Invest to Save Fund will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. The fund will operate on a similar basis to the SALIX scheme which has been used successfully by WSCC for several years but is being wound down by the government.</p> <p>The Cabinet Member for Environment and Climate Change will be asked to approve the establishment of the Invest to Save Fund and the allocation of funds.</p>	
Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	9 June 2022
Month	August 2022
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Author	Daire Casey
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment and Climate Change

Procurement of Single Supplier Framework for delivery of Solar PV and Battery
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Storage Programme

Following a market engagement exercise and technical and structural feasibility surveys, 84 sites; 23 corporate and 61 school sites, have been identified as suitable to-date for having roof-top Solar Photovoltaic (PV) technology installed and 68 of these sites (to-date) will also include a Battery Storage system.

The programme will be funded from an approved allocation of £7.7m in the capital programme and will support the council's commitment to achieving Net Zero emissions from its operations by 2030 (as set out in the council's Climate Change Strategy 2020-2030). It will also help meet the agreed priorities in the council's recently adopted [2030 Energy Strategy](#) by reducing grid electricity consumption, increasing renewable energy generation in the county, and reducing carbon dioxide (CO₂) emissions. In addition to electricity cost savings for the County Council, schools will also benefit from a reduction in electricity costs.

The procurement process will allow for further phases of solar PV and battery storage to be fitted to the county council's buildings and the county's schools (subject to the authority to do so being granted and internal capacity to support delivery by the supplier). It will also seek to appoint a Demand Side Response (DSR) provider to manage the charged status and market value from the battery storage installations.

The Cabinet Member for Environment and Climate Change will be asked to approve the procurement process and delegate authority to the Assistant Director (Environment and Public Protection) to award the contracts.

Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	25 May 2022
Month	August 2022
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Author	Nicola Stringer
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Environment and Public Protection)

Award of Pre-Construction Service Agreement at the Halewick Lane Battery Storage site

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.

The Cabinet Member for Environment [delegated authority](#) to the Director of Environment and Public Protection to award a contract for the design and construction of the scheme following the completion of the procurement process.

A Pre-Construction Service Agreement (PCSA) is now required which will permit a contractor to develop and complete a fully costed design with planning consent. At the completion of the PCSA period, and subject to the review and approval of the fully costed design for the project, the County Council will look to award a full design and build contract to the contractor (which will be the subject of a further key decision).

This procurement process has now concluded, and the Assistant Director (Environment and Public Protection) will be asked to award the Pre-Construction Service Agreement.

(23 June 2022: the proposed decision to award a Design and Build contract at the Halewick Lane Battery Storage site has been amended to an award of a Pre-Construction Service Agreement. This has been added to the programme as it allows greater financial protection to the County Council prior to awarding the full contract.)

Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	1 April 2022
Month	August 2022
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services 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	Tom Coates Tel: 033 022 26458
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Environment and Public Protection)

Contract award for performance monitoring, operation and maintenance of ground mounted solar PV systems

Since 2014, West Sussex County Council has installed ground-mounted solar power systems at both Tangmere and Westhampnett with a total capacity of 12.44 MW.

The performance of these systems will be optimised through operational monitoring alongside planned and reactive maintenance in order to –

- maximise renewable energy generated to substitute for carbon emitting sources
- derive energy savings for the council
- protect the County Council's investment in these systems

A tender process will be started in July 2022 with a view to securing best value for the provision of the services.

The Assistant Director (Environment and Public Protection) will be asked to award the contract for the monitoring, operation and maintenance of ground-mounted solar PV systems owned by West Sussex County Council, in accordance with the Council's Standing Orders on Procurement and Contracts.

Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	9 June 2022
Month	September 2022
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Author	Tom Coates Tel: 033 022 26458
Contact	Judith Shore Tel: 033 022 26052

Finance and Property

Cabinet

Emergency Central Government Funding (Rolling Entry)	
<p>Due to the ongoing public health emergency the County Council has received a number of support packages from Central Government. As funds are received the Council needs to determine arrangements to distribute, allocate or make other preparations for the appropriate use of funds received.</p> <p>The relevant decision maker will be determined by the intended use of the allocated funds. The Council may be required to comply with a number of conditions set out in the terms of the grant which may mean decisions need to be taken quickly due to the need to provide timely financial support related to the Covid-19 pandemic. Members will be consulted or advised of planned decisions with as much notice as can be provided.</p>	
Decision by	
Date added	15 February 2021
Month	Before December 2022

Consultation/ Representations	Representations can be made to the officer contact.
Background documents (via website)	None
Author	Tony Kershaw Tel: 033 022 22662
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet, Leader, Cabinet Member for Finance and Property

Performance and Resources Report (Rolling Entry)	
<p>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, or Cabinet will be recommended to approve the PRR and any items of financial and performance management within the PRR.</p>	
Decision by	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	31 March 2022
Month	Before April 2023
Consultation/ Representations	<p>The following will be consulted:</p> <p>All Scrutiny Committees Cabinet</p> <p>Representations concerning this proposed decision can be made to the decision-maker via the report author, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Author	Fiona Morris Tel: 033 022 23811
Contact	Natalie Jones-Punch 033 022 25098

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	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	1 April 2022
Month	Before April 2023
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

Director of Finance and Support Services

Award of Contract(s) Information Technology Services (Rolling Entry)	
<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, Telephony, Cloud Hosting and Infrastructure and Application Management Services. In accordance with the decision a procurement exercise is 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 and such dates as contractually needed with initial service transitions to commence in July 2021.</p>	
Decision by	Katharine Eberhart
Date added	14 April 2021
Month	Before April 2023
Consultation/ Representations	External Consultants SOCITM; Director Law and Assurance Representation can be made via the officer contact
Background documents (via website)	
Author	Stewart Laird Tel: 033022 25310

Contact	Suzannah Hill Tel: 033 022 22551
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Cabinet Member for Finance and Property

Endorsement: Community Asset Transfer Leases

The County Council's [Asset Management Strategy](#) supports the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities. Two vacant properties have been identified as suitable for Community Asset Transfer:

- Phoenix Centre, Westloats Lane, North Bersted, Bognor Regis, West Sussex, PO21 5JD
- Bognor Regis Find It Out Centre, Church Path, Glamis Street, Bognor Regis, Bognor Regis, West Sussex, PO21 1DB

These have been declared surplus to operational requirements following the redesign of the Council's Early Help Centres ([CAB02 21/222](#)).

Constituted community groups, charitable organisations, voluntary groups and Town and Parish Councils working in partnership with local community groups have been invited to apply for transfer of these properties. The Council is looking to work with suitable organisations that are able to demonstrate, through a selection process, the ability to take on, manage and maintain these assets through a Full Repairing and Insuring Lease, with terms to be agreed, subject to contract. Providing a suitable proposal comes forward, two preferred lessees will be chosen.

The Cabinet Member for Finance and Property will be asked to approve the granting of a lease of over 14 years in term at nil rent of each of the two properties.

Decision by	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	9 March 2022
Month	August 2022
Consultation/ Representations	<p>WSCC News Press Release Community expressions of interest open for three youth centres - West Sussex County Council WSCC Website Link - Community Asset Transfer Your Voice West Sussex Consultees – The Local Member for each property</p> <p>Representation can be made via the officer contact.</p>
Background documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel: 033 022 22551

Assistant Director (Property and Assets)

Award of Contract: Multi-disciplinary Consultancy

Over the coming five years, the County Council will be delivering a high-quality built environment through a planned Capital Programme. It is essential to secure the skilled technical expertise necessary in developing and delivering the design proposals for these projects.

The Assistant Director (Property & Assets) will be asked to approve the decision to award the contract to the successful bidder for services to begin in July 2023.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	27 May 2022
Month	September 2022
Consultation/ Representations	Consultation will take place with Performance & Finance Scrutiny Committee in September 2022. Representation can be made via the officer contact.
Background documents (via website)	None
Author	Caroline Bridges Tel: 033 022 25691
Contact	Suzannah Hill Tel. 033 022 22551

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 ECR01 (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(s) to the successful bidder(s). This decision has been taken in two parts in June 2022 (Report Ref: OKD12 22-23) and now September 2022.</p>	
Decision by	Katharine Eberhart
Date added	31 July 2021
Month	September 2022
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Cabinet Member for Finance and Property and Cabinet Member for Support Services and Economic Development.

Background documents (via website)	None
Author	Matthew Wigginton Tel: 033022 24220
Contact	Suzannah Hill Tel: 033 022 22551

Highways and Transport

Cabinet Member for Highways and Transport

Review of Integrated Parking Strategy 2022 - 2027	
<p>As the Highway Authority for West Sussex, the County Council has an Integrated Parking Strategy (IPS) that sets out its approach to managing parking. This mainly includes the management and enforcement of parking controls and regulations on the public highway, often referred to as 'on-street', but it also sets out its view and role in off-street parking provision, primarily provided by the six District and Borough Councils in West Sussex. The IPS also sets out how the County Council's approach to parking management relates to its other policies and strategies.</p> <p>The West Sussex IPS was last updated in 2014 and this latest review, covering the period from 2022 to 2027, seeks to ensure that the County Council's approach to managing parking remains appropriate and effective at meeting the needs of local communities as well as its other objectives.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve the revised Integrated Parking Strategy.</p>	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	1 June 2022
Month	August 2022
Consultation/ Representations	<p>Communities, Highways and Environment Scrutiny Committee - 10 June 2022 Engagement with District and Borough Council Parking Services Teams</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the report author, 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

Cabinet Member for Highways and Transport

Review of the Highway Improvement Programme

The Highway Improvement Programme, mainly funded by the Integrated Transport Block Allocation and developer contributions, is made up of several thematic programmes e.g. Community Highway Schemes, Strategic Transport Improvements and Local Transport Improvements.

Each of the thematic programmes are developed independently and collated into a countywide programme each Autumn, before being approved by the Cabinet Member for Highways and Transport for delivery over the following two financial years.

A project was commissioned in September 2021 to review how schemes in the Highways Improvement Programme are identified, prioritised, developed and delivered. The work specifically examined how the County Council ensures the Highway Improvement Programme delivers County Council priorities whilst responding to the needs of local communities.

Developing recommendations were presented to the Communities, Highways and Environment Scrutiny Committee in March 2022. The Committee was supportive of the proposed new ways of working with communities and approach to prioritisation of schemes.

The Cabinet Member for Highways and Transport will be asked to approve the new approach to the prioritisation and delivery of the Highways Improvement Programme.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	9 June 2022
Month	August 2022
Consultation/ Representations	<p>Communities, Highways and Environment Scrutiny Committee was consulted on 2 March 2022.</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Author	Charlotte Weller Tel: 033 022 26001
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Response to the consultation by Transport for the South East on a Draft Strategic Investment Plan

Transport for the South East (TfSE) is the sub-national transport body, currently operating in shadow form, that covers Berkshire, East Sussex, Hampshire, Kent, Surrey, and West Sussex. It has the twin purposes of facilitating the delivery of a regional

transport strategy and promoting economic growth in the South East.

In 2020, TfSE approved a [Transport Strategy for the South East](#), which aims to shape the South East as a region economically, technologically and environmentally over the next 30 years, and change the way that investment is made in transport. TfSE has subsequently prepared two thematic strategies (on Future Mobility and Freight, Logistics and Gateways) and five area studies covering all parts of the region. The area studies have identified and appraised potential strategic transport interventions (i.e. rail, highways, mass transit and active travel) that have been included in packages of interventions. As the area studies are strategic, they do not cover every local issue as there are other programmes for this, including the County Council’s own investment programmes.

This technical work has informed the development of a [Draft Strategic Investment Plan](#) (SIP) setting out a series of investment opportunities for Government, Local Transport Authorities and transport providers to consider investing in. Once finalised, the SIP will inform future decision-making by the County Council and other key stakeholders.

The Draft SIP is published for consultation with constituent authorities, including the County Council, and wider stakeholders between June and September 2022.

The Cabinet Member for Highways and Transport will be asked to approve the County Council’s response to the consultation.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	1 July 2022
Month	September 2022
Consultation/ Representations	Communities, Highways and Environment Scrutiny Committee – 21 September 2022 Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Author	Anand Pillay Tel: 0330 222 5031
Contact	Judith Shore Tel: 033 022 26052

Public Health and Wellbeing

Director of Public Health

Variation to Extend Contract for Provision for Children, Young People and Family/Carers and Adults who use Alcohol/Drugs

The County Council currently provides services to support children, young people and

adults affected by alcohol and other drug use, and their families and carers in West Sussex within the framework for residential and rehabilitation and inpatient detoxification. The service is an all age, county wide service working with people who misuse alcohol and drugs and provides:

- Harm reduction and needle syringe provision
- Engagement and early interventions
- Structured treatment including specialist prescribing
- Assessment for onward referral to detox and residential rehabilitation
- Blood Borne Virus testing and vaccination
- Education, training and employment support
- Peer mentoring
- Support to families and carers

The current contracts expire in May 2023 and June 2023 respectively. A waiver to extend the contracts for an additional 4 months until 30th September 23 has been approved. To allow additional time to ensure a successful competitive re-procurement of these services enabling response to the recently published National Drug Strategy and further implementation guidance published April 2022 including changing expectations of partners including members of the Safer West Sussex Partnership, the Director for Public Health will be asked to approve this extension to the current contracts to 30th September 2023.

Decision by	Director of Public Health (Alison Challenger)
Date added	18 July 2022
Month	August 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Moira Jones Tel: 033 022 28694
Contact	Erica Keegan Tel: 033 022 26050

Support Services and Economic Development

Director of Finance and Support Services

Award of Contract: Data Archiving Solution for SAP

In preparation for decommissioning of the SAP Enterprise Resource Planning System (when replaced with Oracle Fusion via the SmartCore programme), the Council has undertaken a procurement process for a data archive solution to retain historic Finance, Human Resources and Procurement records in line with data retention obligations.

Decision [SSED02 22-23](#) delegated authority to the Director of Finance & Support Services to award the decision.

Decision by	Director of Finance and Support Services (Katharine Eberhart)
Date added	7 July 2022
Month	August 2022
Consultation/ Representations	SME's within the Business, Market suppliers. 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

Cabinet Member for Support Services and Economic Development

Endorsement of design and procurement process: Worthing Public Realm Improvements programme: Railway Approach Scheme

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

Leader key decision ([LDR01 18/19](#)) confirmed WSCC commitment of £5m of growth funding to deliver the initial phases of a £12m programme of up to eight public realm schemes between the station and the seafront. Worthing Borough Council identified developer contributions, including the Community Infrastructure Levy to fund the later phases of the public realm improvement programme.

The Executive Director Place Services confirmed progression to the detailed design stage of the Railway Approach project in December 2021 ([OKD33 21/22](#)) and to endorse funding arrangements.

The Cabinet Member for Support Services and Economic Development will now be asked to endorse the detailed designs for the scheme and commencement of a procurement process under Lot 6 of the Highways Construction Framework, for a construction contractor anticipated to start work on site in early 2023 and completion in late Autumn 2023 and to delegate to the Director Place Services the award of contract in due course. A further decision report will be published at that time.

Decision by	Cabinet Member for Support Services and Economic Development (Councillor Steve Waight)
Date added	27 May 2022
Month	September 2022
Consultation/ Representations	Railway Approach Public Engagement took place in April 2021 for a month using an online portal.

	Representation can be made via the officer contact.
Background documents (via website)	None
Author	Marie Tulley-Rose Tel: 07563 397759
Contact	Suzannah Hill Tel: 033 022 22551