

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 October 2022

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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18	Assistant Director (Education and Skills)	Award of grant funding to deliver the Multiply adult numeracy programme	October 2022
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22	Cabinet Member for Learning and Skills	Allocation of funding for creation of a Satellite Site for Fordwater School, Chichester	October 2022
23	Assistant Director (Property and Assets)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	October 2022
24	Assistant Director (Property and Assets)	Allocation of S106 funding to enable expansion of The Holy Trinity CE Secondary School, Crawley	October 2022
24	Assistant Director (Property and Assets)	Award of contract for works to expand Lindfield Primary Academy, Haywards Heath	November 2022
25	Cabinet Member for Learning and Skills	Review of primary age pupil provision across the Worthing and Durrington area	November 2022
26	Director of Children, Young People and Learning	Award of places on the Framework for Short Breaks for Disabled Children and Young People	December 2022
27	Assistant Director (Property and Assets)	Award of Contract for delivery of the new Secondary School in Burgess Hill	December 2022
28	Chief Fire Officer	Procurement and Award of Places: Framework Agreement for the supply of vehicle parts and consumables for the Council's fleet	January 2023
29	Cabinet Member for Environment and Climate Change	Establishment of the West Sussex Energy Reinvestment Scheme	October 2022
29	Cabinet Member for Environment and Climate Change	Procurement of Single Supplier Framework for delivery of Solar PV and Battery Storage Programme	October 2022
30	Cabinet Member for Environment and Climate Change	Decarbonisation Plan Implementation Programme (phase 1) - Allocation of Design Fees	October 2022
31	Assistant Director (Environment and Public Protection)	Contract award for performance monitoring, operation and maintenance of ground mounted solar PV systems	October 2022
32	Cabinet Member for Environment and Climate Change	Littlehampton Recycling Centre site extension	December 2022
33	Assistant Director (Environment and Public Protection)	Award of Demand Side Response Management Contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm	December 2022
33	Cabinet	Emergency Central Government Funding (Rolling Entry)	Before December 2022
34	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 and Assets (Rolling Entry)	Before April 2023

35	Cabinet Member for Finance and Property	Endorsement: Community Asset Transfer Leases	October 2022
36	Cabinet Member for Highways and Transport	Bus Services Improvement Plan/Enhanced Partnership - Spending Plan	October 2022
37	Assistant Director (Highways, Transport and Planning)	Award of Highways Contracts Lots 4, 5 and 6 (phase 1)	December 2022
38	Cabinet Member for Highways and Transport	Highways and Transport Delivery Programme 2023-2024	January 2023
39	Assistant Director (Highways, Transport and Planning)	Award of Highways Contract Lot 6 (phase 2)	February 2023
40	Interim Chief Finance Officer	Award of Contract(s) Information Technology Services (Rolling Entry)	Before April 2023
41	Interim Chief Finance Officer	Procurement and award of contract for a Corporate Travel and Venue Hire Booking Portal	October 2022
41	Director of Finance and Support Services	Award of Contract: Data Archiving Solution for SAP	January 2023

Leader

None

Adults Services

Director of Adults and Health

Integrated Community Equipment Service Contract Award

West Sussex County Council (WSSCC) 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	October 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

Commissioning and Contract Management for Avila House - Extra Care Housing Scheme

West Sussex County Council are working in Partnership with District & Borough Councils and Registered Housing providers to develop New Extra Care Housing Schemes across West Sussex.

Extra Care Housing provides specialist accommodation to adults who require adapted properties and have been assessed as having eligible needs for care and support. The Schemes provide individual adapted apartments, and an onsite care team. Extra Care Housing is enabling residents of West Sussex to remain independent within their communities and provide an alternative option to Residential Care.

Avila House is an existing building in Worthing that is being converted to provide an extra care scheme for adults who require care, support and suitable housing. Avila House will be the first scheme in the county to accept referrals for adults who meet the criteria age 18 years plus.

Construction at Avila House is due to commence in September 2022 and anticipated to be completed in approximately 1 year. This will enable the first customers to be moving in September 2023.

The Executive Director for Adults will be asked to approve a direct award to Leonard Cheshire to provide the care and support contract at Avila House.

Decision by	Alan Sinclair
Date added	15 September 2022
Month	October 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults Services

Recommissioning of Hospital Discharge Care Services (Adults)
<p>The Cabinet Member for Adults Services will be asked to approve a decision regarding the re-commissioning of a range of Hospital Discharge Care (HDC) services for people who are medically ready to be discharged from hospital. These include hospital discharge care services providing support within an individual's own home, and Discharge to Assess with Reablement services based in residential care homes.</p> <p>The current configuration of home-based HDC has two cohorts of services. One of which will reach the end of its initial three-year period of contractual agreements with the County Council on 31 March 2023, albeit with potential within the contract to extend, and the other will come to the end of the contract arrangements on the same date.</p>

The current configuration of Discharge to Assess with Reablement residential care services will reach the end of its final year of contractual agreements with the County Council on 31 March 2023.

The intention is to work with partners across the health and social care system to ensure there will be sufficient support to continue to facilitate hospital discharge from 01 April 2023 and recommendations will be presented for decision to support this outcome.

Decision by	Cabinet Member for Adults Services (Councillor Amanda Jupp)
Date added	18 October 2022
Month	December 2022
Consultation/ Representations	<p>The following are being consulted: frontline staff; customers via survey; soft-market testing and workshops with health and social care partners.</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	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 25060

Director of Adults and Health

Short Break Services for Family and Friends Carers (Adults) Award of Contract(s)

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.

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.

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).

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.

In August 2022 the Director for Children, Young People and Learning approved the award of contracts to Change, Grow, Live and The Probation Service for the provision of specialist staff ([decision OKD24 \(22/23\)](#) refers).

The Director for Children, Young People and Learning will be asked to approve the direct award of contracts to Sussex Partnership Foundation Trust and/or Sussex Community Foundation Trust to source the provision of mental health support staff to support delivery of the Family Safeguarding Model.

Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	3 May 2022
Month	Between July 2022 and November 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)	
Author	Stephen Humphries
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	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 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

Procurement of residential provision for children with complex needs	
<p>The County Council has a duty to take steps to secure, so far as reasonably practicable, sufficient accommodation within its area which meets the needs of children within its care. Sourcing stable placements which adequately meet the requirements of children with complex needs is a particular challenge, and this picture is reflected nationally.</p> <p>The County Council has been working with other local authorities, as well as national associations representing providers of residential care, to identify potential solutions to these issues, the culmination of which will be the procurement of a new service, or services. The procurement will be conducted in partnership with other local authorities within the South East region, with the aim of developing new and innovative approaches to residential care provision for looked after children with complex needs, to better support sufficiency within the region.</p> <p>The Cabinet Member for Children and Young People will be requested to approve the commencement of a procurement process for residential provision for looked after children with complex needs. The Cabinet Member will also be asked to delegate authority to the Director of Children, Young People and Learning to enter into a legal agreement with the other local authorities involved and award the contract.</p>	
Decision by	Cabinet Member for Children and Young People (Councillor Jacquie Russell)
Date added	18 November 2021
Month	October 2022
Consultation/ Representations	<p>Procurement Legal Finance</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel; 033 022 22553

Director of Children, Young People and Learning

Award of contract for remodelling and refurbishment of Orchard House Children's Home
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.

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).

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.

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 documents (via website)	Cabinet Member Decision CYP04 (21/22)
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Director of Children, Young People and Learning

Extension of the Child and Adolescent Multi-Disciplinary Psychological Service contract

In March 2019 the Director of Children and Family Services approved the award of a contract for Integrated Child Psychology Services to Sussex Partnership Foundation Trust (SPFT) for an initial period of three years from 1 October 2019; the contract has an option for an extension of a further 2 years ([Decision OKD26 \(18/19\)](#) refers). A subsequent change of name for the contract to Child and Adolescent Multi-disciplinary Services (CHAMPS) was agreed in December 2019.

The CHAMPS contract delivers psychological services across a range of needs with the largest cohort being Children we Care For. As the initial period of the contract is due to expire soon, to ensure that these services can continue it is proposed to extend the contract. As part of the extension options for potential contract variations are also being explored.

The Director of Children, Young People and Learning will be asked to approve the extension of the CHAMPS contract and any agreed variations.

Decision by	Director of Children, Young People and Learning (Lucy Butler)
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Date added	29 September 2022
Month	October 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	Matthew Thomas
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	October 2022
Consultation/ Representations	School

	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
Background documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

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	October 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 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	October 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)

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	October 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

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	October 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	October 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

Allocation of Funding for Design Fees for Expansion of Brantridge School, Staplefield, Haywards Heath

[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 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	October 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 (Education and Skills)

Award of grant funding to deliver the Multiply adult numeracy programme

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".

[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.

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.

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.

Decision by	Assistant Director (Education and Skills) (Paul Wagstaff)
Date added	1 June 2022
Month	October 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	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	October 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	October 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	
<p>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.</p> <p>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.</p>	
Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	26 July 2022
Month	October 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	October 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

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.

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.

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.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	1 August 2022
Month	October 2022
Consultation/ Representations	Adult Education Providers 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	Derry Richardson Tel: 033022 27652
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Allocation of funding for creation of a Satellite Site for Fordwater School, Chichester

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.

Fordwater School in Chichester caters for 144 pupils aged 2 to 19 with severe and complex learning difficulties. To assist in managing the growing demand for places additional accommodation to enable the school to expand is required. In August 2022 a decision was taken by the Cabinet Member for Finance and Property (decision [FP06 \(22/23\)](#) refers) to lease a building at Chichester High School to create a satellite site for Fordwater School which will offer provision for secondary aged pupils. This will enable Fordwater's capacity to increase from 144 to 184 places in total in a phased approach from September 2022.

Remodelling work will be required to ensure the accommodation at the satellite site is appropriate for the pupils who will be located there.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable a contractor to be appointed to undertake the remodelling

works required.	
Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	24 August 2022
Month	October 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)	
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 St Wilfrid's Catholic School, Crawley	
<p>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.</p> <p>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.</p> <p>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.</p>	
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	
<p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	12 August 2022
Month	October 2022
Consultation/ Representations	<p>Cabinet Member for Learning and Skills</p> <p>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.</p>
Background documents (via website)	
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	
<p>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</p>	

pupils at Lindfield Primary Academy. The additional pupils started at the school in September 2021 with temporary arrangements in place to accommodate the extra children.

It is proposed to expand the school by creating 1 additional classroom as an extension to the existing school buildings, along with other necessary associated works, to provide permanent provision for this bulge class.

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, meeting the criteria for an individual officer key decision.

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

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	3 October 2022
Month	November 2022
Consultation/ Representations	None currently identified 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	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Review of primary age pupil provision across the Worthing and Durrington area

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 number of pupil places needed is reviewed annually and the requirements across the county are set out in the annual update of the [Planning School Places document](#).

Pupil projections for the Worthing & Durrington locality of schools suggest there is a significant surplus provision of places at primary schools in the borough. After engagement with headteachers and the school governing bodies across the Worthing and Durrington area a number of planned changes in admission numbers and school organisation are proposed, with effect from September 2024 entry, to reduce this surplus. These potential changes will be the subject of public consultation, in accordance with Department for Education guidance, to seek views and comments from interested

parties and assist in further shaping the proposals.

The Cabinet Member for Learning & Skills will be asked to agree that public consultation can be commenced on options to reduce the surplus provision of primary places in the Worthing and Durrington area.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	18 October 2022
Month	November 2022
Consultation/ Representations	Parents, pupils, governing bodies and local school communities. Church of England and Catholic Diocese 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	Graham Olway Tel: 033 022 23029
Contact	Wendy Saunders Tel: 033 022 22553

Director of Children, Young People and Learning

Award of places on the Framework for Short Breaks for Disabled Children and Young People

In September 2022, the Cabinet Member for Learning and Skills approved the commencement of a procurement process for the procurement of Short Breaks for children and young people (decision [\(LS06 \(22/23\)](#) refers) from 1 April 2023. The Framework will enable the purchase of Short Breaks for children and young people for an initial term of 4 years with the option to extend for a further 3 years.

As part of the decision the Cabinet Member also delegated authority to the Director of Children, Young People and Learning to award places on the Framework for the provision of Short Breaks.

The procurement is being undertaken and, on conclusion, the Director of Children, Young People and Learning will be asked to award places on the Framework to suppliers that meet the criteria and standards required.

Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	29 September 2022
Month	December 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	Michael Rhodes-Kubiak Tel: 033 022 24511
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (Property and Assets)

Award of Contract for delivery of the new Secondary School in Burgess Hill	
<p>The new 6 form entry Secondary School and Special Support Centre to be built in the Brookleigh (formerly known as Northern Arc) development will provide 900 pupil places to the Burgess Hill area.</p> <p>In July 2022 the Cabinet Member for Learning & Skills approved a budget allocation of £53.845m for delivery of the new school and delegated authority to the Assistant Director (Property & Assets) to enter into a contract or contracts to enable the progression of the project within the overall agreed budget (decision LS04(22/23) refers).</p> <p>Procurement of this scheme is taking place using the Southern Construction Framework. On conclusion of the procurement, approval will be sought to appoint the main contractor under a Pre-Construction Services Agreement.</p> <p>The Assistant Director (Property and Assets), in consultation with the Cabinet Member for Learning and Skills, will be asked to approve the appointment of and to enter into a Pre-construction Services Agreement with the successful contractor to deliver the Burgess Hill Northern Arc Secondary School project.</p>	
Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	3 October 2022
Month	December 2022
Consultation/ Representations	<p>Cabinet Member for Learning and Skills</p> <p>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</p>
Background documents (via website)	None
Author	Lydia Schilbach Tel: 033022 25832
Contact	Wendy Saunders Tel: 033 022 22553

Community Support, Fire and Rescue

Chief Fire Officer

Procurement and Award of Places: Framework Agreement for the supply of vehicle parts and consumables for the Council's fleet

The Council maintains a fleet of c500 vehicles which support operations across the different services that the Council delivers. The responsibility for fleet maintenance currently lies with the Fire and Rescue Directorate.

It is proposed that the Council establishes a Framework Agreement for the supply of vehicle parts that meet Original Equipment Manufacturer (OEM) specification or equivalent.

The Framework Agreement to contain the following lots:

- Lot 1: Supply of OEM vehicle parts for light and medium fleet (<7.5t)
- Lot 2: Supply of OEM vehicle parts for heavy fleet (>7.5t)
- Lot 3: Workshop consumables
- Lot 4: Supply of genuine (Original Equipment) parts (all fleet)

As part of the contract, parts orders would be placed with suppliers who are awarded a place on the Framework Agreement. The proposed term of the contract is 2 years + 2 years with an estimated total contract value of £1.3m (across all Lots).

The Chief Fire Officer will be asked to:

- 1) endorse the procurement of a Framework Agreement for a period of 2 years + 2 years commencing on 01 April 2023;
- 2) the delegation of authority to the Deputy Chief Fire Officer to award places on the framework and any subsequent award relating to these contracting arrangements.

Decision by	Sabrina Cohen-Hatton
Date added	18 October 2022
Month	January 2023
Consultation/ Representations	None currently identified. Representation can be made via the author in the month prior to that in which the decision is due to be taken.
Background documents (via website)	None
Author	James Skilling Tel: 033 022 25432
Contact	Erica Keegan Tel: 033 022 25060

Environment and Climate Change

Cabinet Member for Environment and Climate Change

Establishment of the West Sussex Energy Reinvestment Scheme	
<p>The West Sussex Energy Reinvestment Scheme will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. The scheme 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 Energy Reinvestment Scheme and the allocation of funds.</p>	
Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	9 June 2022
Month	October 2022
Consultation/ Representations	<p>Director of Law and Assurance Director of Finance and Support Services</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	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 Storage Programme	
<p>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.</p> <p>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</p>	

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	October 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

Cabinet Member for Environment and Climate Change

Decarbonisation Plan Implementation Programme (phase 1) - Allocation of Design Fees

In April 2019, Full Council [adopted a motion](#) pledging to try to reach net carbon zero emissions by 2030. The measures to be taken to achieve this are outlined in the County Council's [Carbon Management Plan](#).

An [allocation of £20m capital funding](#) was approved as part of the capital programme agreed at Full Council on 12 February 2021.

The Heat Decarbonisation Plans (HDPs) and associated cost estimates have now been completed and works to improve buildings and infrastructure efficiency, remove emissions, and reduce dependence on fossil fuels on 47 identified assets. A decision to [appoint the Council's Multi-Disciplinary Consultant](#) to develop the works set out in the HDPs up to and including detailed design and contractor procurement is now required.

The Cabinet Member for Environment and Climate Change will be asked to approve the allocation of the capital funds required to enable full design to proceed.

Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	29 September 2022
Month	October 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	Carol Bruce Tel: 033 022 23055
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	
<p>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.</p> <p>The performance of these systems will be optimised through operational monitoring alongside planned and reactive maintenance in order to –</p> <ul style="list-style-type: none"> • 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 <p>A tender process will be started in July 2022 with a view to securing best value for the provision of the services.</p> <p>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.</p>	
Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	9 June 2022
Month	October 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

Cabinet Member for Environment and Climate Change

Littlehampton Recycling Centre site extension	
<p>The County Council has the opportunity to purchase a parcel of land adjacent to the Littlehampton Recycling Centre, as part of a Section 106 agreement with local housing developers. Acquisition of the land will allow the Recycling Centre to be extended and reconfigured and provide a more efficient service to the residents of the area.</p> <p>The proposal is to exercise the option to purchase the land and to endorse the allocation of capital funding to cover the redevelopment costs of the site.</p> <p>The Cabinet Member will be asked to –</p> <p>a) approve capital funding for:</p> <ul style="list-style-type: none"> • the purchase of the land, in consultation with the Cabinet Member for Finance and Property • the redevelopment of the site; and <p>b) delegate authority to the Assistant Director (Environment and Public Protection) to procure and award a construction contract for the site redevelopment.</p>	
Decision by	Councillor Deborah Urquhart
Date added	18 October 2022
Month	December 2022
Consultation/ Representations	<p>No consultees currently identified.</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	Michelle Harbord Tel: 033 022 27715
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Environment and Public Protection)

Award of Demand Side Response Management Contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm	
<p>The appointed Demand Side Response (DSR) management operator acts on behalf of the County Council to manage and create revenue from the County Council's battery assets by engaging in the DSR markets with the National Grid to sell energy and services to support grid stability.</p> <p>The current contract expires on 31 March 2023 and a procurement process for a new supplier will be undertaken through the Laser Energy flex framework Lot 2 (Additional Services) framework.</p> <p>The previous contract award was rescinded because an acceptable set of terms and conditions for both parties could not be reached. A suitable route to market has now been identified and, upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award a Demand Side Response management contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm.</p>	
Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	11 October 2022
Month	December 2022
Consultation/ Representations	<p>No consultees currently identified.</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	Steven Fall Tel: 033 022 23265
Contact	Judith Shore Tel: 033 022 26052

Finance and Property

Cabinet

Emergency Central Government Funding (Rolling Entry)
Due to the ongoing public health emergency the County Council has received a number

of support packages from Central Government. As funds are received the Council needs to determine arrangements to distribute, allocate or make other preparations for the appropriate use of funds received.

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

Decision by	
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 position in relation to revenue and capital spending, budget planning, workforce projections, performance and risk management by portfolio against the County Council's priorities. The Leader, Cabinet Member for Finance & Property, or Cabinet will be recommended to approve the PRR and any decisions required in relation to budget (revenue or capital), resources and performance management.</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	None

documents (via website)	
Author	Fiona Morris Tel: 033 022 23811
Contact	Natalie Jones-Punch 033 022 25098

Cabinet Member for Finance and Property

Property and Assets (Rolling Entry)	
<p>The Council Plan sets out the Council's ambition to minimise the burden of local taxation, delivering the agreed priorities for residents within the approved budget and capital programme. The Council maintains an Asset Management Policy and Strategy that details how the Council's Assets will be managed and developed to deliver against the targets within the Council Plan. An objective of the Asset Management Strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities. Decisions may be taken by the Cabinet, the Cabinet Member for Finance and Property or by the relevant Cabinet Member in relation to assets under the control of the County Council in accordance with the approved and published Asset Management Strategy.</p>	
Decision by	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	1 April 2022
Month	Before April 2023
Consultation/ Representations	<p>The following are consulted:</p> <p>Local Members</p> <p>Representations concerning proposed decisions 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

Cabinet Member for Finance and Property

Endorsement: Community Asset Transfer Leases	
<p>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:</p> <ul style="list-style-type: none"> 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	October 2022
Consultation/ Representations	<p>WSSC News Press Release Community expressions of interest open for three youth centres - West Sussex County Council WSSC 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

Highways and Transport

Cabinet Member for Highways and Transport

Bus Services Improvement Plan/Enhanced Partnership - Spending Plan

In April 2022 the Government confirmed that the Council could be awarded c. £17.4m to deliver some of the ambitions in its [Bus Services Improvement Plan](#).

The ambitions will be delivered through a new [Enhanced Partnership](#) that the Council has agreed to enter with local bus companies. The work will also require collaboration with other partners including Borough and District Councils.

The funding is available until 31 March 2025 by when the ambitions will have to be delivered.

This includes some capital highways improvements schemes that could prove technically challenging and presents some financial risk to the Council.

Subject to the receipt of funding from the Department of Transport, the Cabinet Member for Highways and Transport will be asked to approve the capital funding allocation and the schemes outlined in the [Summary Enhanced Partnership Plan Spending Plan](#) approved in June 2022.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	29 September 2022
Month	October 2022
Consultation/ Representations	Task and Finish Group, and Communities, Highways, Environment Scrutiny Committee on 10 June 2022 Borough and District Councils Local bus operators 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	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Award of Highways Contracts Lots 4, 5 and 6 (phase 1)

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

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

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

Lots 4, 5 and 6 (carriageways, footways, and infrastructure works) are procured annually and a formal procurement process will be undertaken in autumn 2022 for the delivery of highway works in 2023-24.

At the conclusion of the procurement process, the Assistant Director (Highways,

Transport and Planning) will be asked to award the highway improvement contracts phase 1.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	15 September 2022
Month	December 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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Highways and Transport Delivery Programme 2023-2024

The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2023/24 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2023/24 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.

The Cabinet Member for Highways and Transport will be asked to approve –

1. the Highway and Transport Delivery Programmes 2023-24; and
2. delegate authority to the Assistant Director (Highways, Transport and Planning) to adjust the 2023/24 Delivery Programmes to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	15 September 2022
Month	January 2023
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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Award of Highways Contract Lot 6 (phase 2)	
<p>West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.</p> <p>In January 2019, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts, at the conclusion of the procurement process.</p> <p>In November 2019, the Director of Highways, Transport and Planning appointed contractors to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.</p> <p>Lot 6 (infrastructure works) is procured annually, and a formal procurement process will be undertaken in autumn 2022 for the delivery of highway works in 2023-24.</p> <p>At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the highway improvement contract (Lot 6) phase 2.</p>	
Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	15 September 2022
Month	February 2023
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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Public Health and Wellbeing

None

Support Services and Economic Development

Interim Chief Finance Officer

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 then 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>Contract(s) will be awarded to the successful bidder(s) from June 2021 and such dates as contractually needed. Initial service transitions commenced in July 2021.</p>	
Decision by	Interim Chief Finance Officer (Tony Kirkham)
Date added	14 April 2021
Month	Before April 2023
Consultation/ Representations	<p>The following are to be consulted: External consultants SOCITM</p> <p>Representation 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	Stewart Laird Tel: 033022 25310

Contact	Suzannah Hill 033 022 22551
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Interim Chief Finance Officer

Procurement and award of contract for a Corporate Travel and Venue Hire Booking Portal	
<p>The County Council’s current contract for the provision of a travel and accommodation booking portal with associated services will expire on 26 February 2023.</p> <p>The provision of a centralised booking platform allows staff to book different modes of public transport as well as overnight accommodation via one portal. It also provides assurance and visibility on staff travel choices and allows for detailed reporting on spend and carbon emissions generated through business travel.</p> <p>Using the Crown Commercial Service Framework Agreement for Travel and Venue Solutions (RM6217), the Council proposes to identify and select a Supplier who can meet its requirements for booking staff travel and accommodation. It is also proposed that an option for external venue hire (for meetings/conferences etc) be delivered from the new integrated booking platform.</p> <p>The proposed term of the contract is 3yrs + 1yr with an estimated total contract value of £2m.</p> <p>The Interim Chief Finance Officer will be asked to endorse the procurement and award the contract to a supplier who can best meet the Council’s requirements and offers best value.</p>	
Decision by	Interim Chief Finance Officer (Tony Kirkham)
Date added	15 September 2022
Month	October 2022
Consultation/ Representations	<p>No consultees currently identified.</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	James Skilling Tel: 033 022 25432
Contact	Suzannah Hill: 033 022 22551

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
Date added	7 July 2022
Month	January 2023
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