

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: 16 January 2023

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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38	Cabinet Member for Finance and Property	Endorsement Community Asset Transfer Lease: Phoenix Centre	January 2023
39	Cabinet, County Council	Council Plan and Revenue Budget 2023/24	January 2023
40	Cabinet Member for Highways and Transport	Highway Infrastructure Asset Management Strategy and Policy	January 2023
41	Cabinet Member for Highways and Transport	Bus Services Improvement Plan/Enhanced Partnership - Spending Plan	January 2023
42	Cabinet Member for Highways and Transport	Highways and Transport Delivery Programme 2023-2024	January 2023
43	Assistant Director (Highways, Transport and Planning)	Award of Highways Contract Lot 6 (phase 2)	February 2023
44	Cabinet Member for Public Health and Wellbeing	Procurement: Healthy Child Programme	January 2023
44	Director of Public Health	Provision of Public Health Services Contract Extension	January 2023
45	Director of Finance and Support Services	Award of Contract(s) Information Technology Services (Rolling Entry)	Before April 2023
46	Director of Finance and Support Services	Award of Contract: Data Archiving Solution for SAP	January 2023
46	Cabinet Member for Support Services and Economic Development	Endorsement of Funding: Southwick Square - public realm improvements	January 2023
47	Director of Finance and Support Services	Award of Contract: Highway Asset and Customer Management system	January 2023

Leader

None

Adults Services

Director of Adults and Health

Housing Related Support Contract Extensions and Reprourement Home Services

The Director of Adults and Health will be asked to consider the extension of five Housing Related Support contracts from 01 April 2023 – 31 March 2025. The initial term of these contracts ends on 31 March 2023 and the contracts allow for an extension for a further two years.

A sixth service – in Mid Sussex – will be subject to a competitive tender as the existing provider has indicated that they no longer wish to provide the service post 31 March 2023. The new contract will be for an initial term of two years with the option to extend for a further two years.

All six services are co-funded 50/50 with the Council's partners in the District and Borough Councils and are called 'Pathways Home' in all areas. The contracted services provide Housing Related Support to vulnerable working age adults in a variety of accommodation settings.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	27 October 2022
Month	January 2023
Consultation/ Representations	<p>Stakeholder meetings held with Housing Needs/Options Managers at the District and Borough Councils. Consultation with providers also carried out.</p> <p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Author	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults Services

Recommissioning of Hospital Discharge Care Services (Adults)

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.

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.

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	January 2023
Consultation/ Representations	The following are being consulted: frontline staff; customers via survey; soft-market testing and workshops with health and social care partners. 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	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	January 2023
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

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	Director of Adults and Health (Alan Sinclair)
Date added	15 September 2022
Month	February 2023
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

Director of Adults and Health

Better Care Fund Section 75 Agreement 2022-2023

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

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

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

Due to national circumstances, BCF planning guidance was again issued very late into the current year. This has resulted in a delay to BCF planning and the drafting of the Section 75 agreement in all areas across England. Following the issuing of annual planning guidance by NHS England in July, the Joint Commissioning Strategy Group has submitted a BCF plan for 2022-23 to NHS England for Approval. The Health and Wellbeing Board will have the formal duty to approve the final plan when it meets on 3rd November 2022.

Now that the planning process is completed, a new Section 75 agreement must be entered into, to replace the previous agreement, which incorporates any updates and changes from last year's plan, with the core terms of the agreement remaining consistent. A draft agreement will be presented to the Joint Commissioning Strategy Group in November for ratification before final joint is given. The Director of Adults and Health will be asked to agree the 2022-23 Section 75 agreement on behalf of West Sussex County Council by 31st December 2022.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	1 November 2022
Month	February 2023
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Chris Clark Tel: 033 022 25305
Contact	Erica Keegan Tel: 033 022 26050

Director of Adults and Health

Fees paid to independent providers of Adult Social Care 2023/2024

Rates and fees paid to independent providers of adult social care provision in the community and in residential and nursing homes are subject to annual review. Following delegation of authority from the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to consider the fees and rates paid for commissioned services related to the Adult Social Care and Health portfolio for 2023-24.

The review will consider usual maximum rates for care homes and care homes with nursing; individually agreed rates paid to care homes and care homes with nursing; shared lives; and rates and fees paid for community-based services.

Decisions on fees paid will take account of a range of information; including the current market position, the recently completed cost of care exercise, the need and demand for services, the Council's strategic priorities and financial challenges for providers of care and support services and in relation to the budget for Adult Social Care.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	16 January 2023
Month	February 2023
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
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 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)	
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**

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.

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)

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.

Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	13 April 2022
Month	January 2023
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

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	January 2023
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	
<p>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.</p> <p>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.</p> <p>The Director of Children, Young People and Learning will be asked to approve the extension of the CHAMPS contract and any agreed variations.</p>	
Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	29 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	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

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](#).

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.

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.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of funds to enable the design work to commence.

Decision by

Cabinet Member for Learning and Skills (Councillor Nigel Jupp)

Date added

24 November 2021

Month

January 2023

**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)

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 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	January 2023
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

Allocation of Funding for Expansion of QEII Silver Jubilee School, Horsham

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.

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. The school caters for 2 to 19 year olds with Special Educational Needs.

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.

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.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	28 June 2022
Month	January 2023
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

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	January 2023
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	January 2023
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

**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.

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	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)	
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

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	January 2023
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	January 2023
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)

Award of contracts for the expansion project to accommodate bulge classes at Downlands Community School, Hassocks (Rolling Entry)

Following a review of pupil projections for starting secondary school in Mid Sussex, and particularly in Hassocks, due to increasing pupil numbers it is necessary to provide for a bulge class of 30 pupils at Downlands School in September 2022 and September 2023, creating a total of 60 additional places. To accommodate this temporary increase in pupil numbers a project will be delivered to invest in teaching and non-teaching areas at the school.

In September 2022, the Assistant Director (Property and Assets) approved the allocation of £2.3m of received S106 contributions to fund the expansion and to procure the delivery of works as set out in Decision [ODK26 \(22/23\)](#).

Procurement processes are being undertaken to secure contractors for the delivery of the necessary works to expand the school, requiring two separate decision processes. For each decision the Assistant Director (Property and Assets) will be asked to approve the award of a contract to the preferred provider to enable the expansion project at Downlands Community School to proceed.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	27 October 2022
Month	Between January 2023 and May 2023
Consultation/ Representations	No consultees 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	Matthew Wakefield Tel: 07597 528007
Contact	Wendy Saunders Tel: 033 022 22553

Assistant Director (Property and Assets)

Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School

Slinfold CE Primary School is a 140 place Primary School for 4–11-year-olds incorporating five classrooms and a pre-school on site. Two of the five classrooms are in 30-year-old modular classrooms, which have significant suitability and condition issues due to the age of the buildings, and are nearing the end of their life.

In December 2021, the Cabinet Member for Learning and Skills approved the allocation of £1.158m funding to replace the modular classrooms with a two class extension and delegated authority to the then Director of Property and Assets to award the contract ([Decision LS12 \(21/22\)](#) refers).

A procurement has been undertaken and 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 replace the classrooms at Slinfold CE Primary School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	27 October 2022
Month	January 2023
Consultation/ Representations	No consultees 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	Matthew Wakefield Tel: 07597 528007
Contact	Wendy Saunders Tel: 033 022 22553

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 an 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 in readiness for the new curriculum in 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 working across the authority and with multiple stakeholders.</p>	
Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	1 August 2022
Month	January 2023
Consultation/ Representations	Adult Education Providers Children and Young People's Services Scrutiny Committee – 18 January 2023 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

Education and Learning Strategy 2023 - 2025	
<p>The School Effectiveness Strategy, agreed in 2018, set out the vision for Education in West Sussex until 2022. Implementing this strategy has led to the highest proportion of schools achieving Ofsted Good or Outstanding and improvements in pupil outcomes, but there is still much more to do.</p> <p>The strategy expires this year and it is proposed to implement a new Education and Learning Strategy that determines key priorities to support education and learning in West Sussex for the next three years. The aim is for the new strategy to be closely linked with the Council's Strategic Corporate Plan, the commitment to tackling climate change and other key plans in place to support children.</p> <p>Engagement with key stakeholders has been undertaken to develop the new strategy. The combination of the feedback from this and detailed analysis of the County Council's performance data relating to education and learning has been fundamental to informing and shaping the final Strategy.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the Education and Learning Strategy 2023 – 2025 and the implementation timeline for embedding the key themes and workstreams into practice.</p>	
Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	23 November 2022
Month	January 2023
Consultation/ Representations	<p>Schools Parents Church of England and Catholic Dioceses</p> <p>Children and Young People's Services Scrutiny Committee (CYPSSC) Task and Finish Group - 6th October 2022.</p> <p>CYPSSC meeting – 18 January 2023</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	Derry Richardson Tel: 033022 27652
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

School Funding 2023/24

West Sussex County Council is required, under national funding regulations, to consult schools and the Schools Forum on proposed changes to funding arrangements affecting mainstream school budgets.

Since much of the West Sussex local funding formula is now at the National Funding Formula factor values, and given the strong steer from schools in the responses to the 2022/23 schools funding consultation, with Schools Forum's approval no consultation document was sent out to mainstream schools for 2023/24. Feedback from Schools Forum has been taken into account in the development of the local funding formula for mainstream schools in 2023/24.

Despite continuing pressures within the High Needs Dedicated Schools Grant (DSG) block a one-off transfer from the Schools DSG block to help reduce the DSG deficit is not being considered for 2023/24.

Following consideration of the feedback from Schools Forum the Cabinet Member for Learning and Skills will be asked to approve the 2023/24 local funding formula for all mainstream schools in the county.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	23 November 2022
Month	January 2023
Consultation/ Representations	Schools Forum – 24 November 2022 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	Andy Thorne Tel: 03302223349
Contact	Wendy Saunders - Tel: 033 022 22553

Cabinet Member for Learning and Skills

Procurement for delivery of years 2 and 3 of 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) to deliver "Multiply". Funding is phased over 3-years, up to 31 March 2025.

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.

In year 1, following a competitive expression of interest commissioning process, grants were awarded to a range of organisations to deliver a raft of new and innovative interventions to engage adults and support them to improve their numeracy. (Key Decision [OKD35 \(22/23\)](#) refers, October 2022).

It is now proposed to proceed with commissioning provision for years 2 and 3 of the Multiply Programme.

The Cabinet Member for Learning and Skills will be asked to approve the launch of a procurement process to enable delivery of the Multiply Programme for the period April 2023 to March 2025. The Cabinet Member will also be asked to delegate authority to the Assistant Director (Education and Skills) to approve the award of contracts to successful providers.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	15 December 2022
Month	January 2023
Consultation/ Representations	Providers 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 (Education and Skills)

Award of contract to deliver years 2 and 3 of the Multiply adult numeracy programme

West Sussex County Council (WSSC) has been awarded an allocation of £3,689,038 by the Department for Education (DfE) to deliver "Multiply". [Multiply](#) aims to help people improve their ability to understand and use maths in daily life. Funding is phased over 3-years, up to 31 March 2025, and grants have been awarded to a range of organisations to deliver the first year of the programme (decision [OKD35 \(22/23\)](#) refers).

As part of a separate decision process the Cabinet Member for Learning and Skills will be asked to approve the launch of a procurement process to commission provision for years 2 and 3 of the Multiply Programme. The Cabinet Member will also be asked to approve the delegation of authority to the Assistant Director (Education and Skills) to award the contracts.

On conclusion of the procurement process the Assistant Director (Education and Skills) will be asked to approve the award of contracts to the successful organisations to deliver the Multiply Programme for the period April 2023 to March 2025.

Decision by	Assistant Director (Education and Skills) (Paul Wagstaff)
Date added	15 December 2022
Month	February 2023
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 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	February 2023
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 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 approved the allocation of capital funding for delivery of the SSC and delegated authority to launch a procurement for the necessary works (decision [LS07\(22/23\)](#) refers).

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	February 2023
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	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 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. 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	February 2023
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 & Durrington area -
Publication of Statutory Notices**

The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children who need a place. Pupil projections for the Worthing and Durrington locality of schools shows 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.

In November the Cabinet Member for Learning and Skills approved the launch of a public consultation, in accordance with Department for Education (DfE) guidance, on proposed solutions to reduce the number of primary school places across the Worthing and Durrington area (decision [LS08\(22/23\)](#) refers). The consultation is open until 20 January 2023 and views and comments are invited from interested parties to assist in further shaping the proposals.

Following the conclusion of the consultation the feedback received will be reviewed; should it be determined that any of the proposals should proceed, the appropriate method for formalising the changes, as set out in decision LS08(22/23), will be undertaken.

For the re-organisation proposals related to three schools this would mean progressing the publication of statutory notices, in accordance with [DfE guidance for making prescribed alterations to maintained schools](#). Therefore, following a review of the consultation feedback, the Cabinet Member for Learning and Skills will be asked to consider whether to proceed with approving the publication of statutory notices for the reorganisation of primary education across the school sites of Lyndhurst Infants, Springfield Infants and Chesswood Junior. Should this proceed the Cabinet Member will also be asked to consider delegating authority to the Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	15 December 2022
Month	February 2023
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 author or officer contact, by the beginning of the month in which the decision is due to be taken
Background documents (via website)	None
Author	Graham Olway Tel: 033 022 23029
Contact	Wendy Saunders - Tel: 033 022 22553

Cabinet Member for Learning and Skills

Proposed change of age range at Woodgate Primary School, Pease Pottage

Woodgate Primary School in Pease Pottage is a school that caters for children aged four to eleven-year-olds. There is also a pre-school nursery at the site offering provision for children aged two to four years old.

The Assistant Director (Education and Skills) has agreed to consult on a proposed change of age range to alter provision, so the school serves two to eleven-year-olds, from 1st May 2023. The proposed change means the school would incorporate the current pre-school provision within the age range of the maintained primary school, extending the age range by two years.

This age range change would assist in simplifying the transfer of the entire school to the Sussex Learning Trust which is taking over the sponsorship of the school as an academy from early May 2023.

In accordance with the Department for Education’s [statutory guidance for making prescribed alterations to maintained schools](#) a four-week informal consultation with all major stakeholders will be undertaken during January 2023, to obtain feedback regarding the proposals.

Following assessment of the outcome of the consultation, should it be determined that the proposals should proceed, the Cabinet Member for Learning and Skills will be asked to consider whether to approve the publication of statutory notices for a four-week period, seeking representations on the proposed change of age range. The Cabinet Member will also be asked to consider delegating authority to the Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period.

Decision by	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
Date added	22 December 2022
Month	February 2023
Consultation/ Representations	<p>Parents and carers from the school community of Woodgate Primary Governors, Leadership Team and Staff of Woodgate Primary Sussex Learning Trust Chief Executive Diocese of Chichester and Diocese of Arundel and Brighton Members of the public Local MP Local Member Mid Sussex District Council, Crawley Borough Council and Horsham District Council Neighbouring Schools</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	Vanessa Cummins Tel: 033 022 23046
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; and
- 2) delegate authority to the Deputy Chief Fire Officer to award places on the framework and any subsequent award relating to these contracting arrangements.

Decision by	Chief Fire Officer (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	January 2023
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

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
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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.

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.

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.

Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	11 October 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	Steven Fall Tel: 033 022 23265
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Countryside Contractors - Dynamic Procurement System

The Countryside Contractors Framework Agreement is used to deliver works on the Public Rights of Way (PRoW) network and at various countryside sites around West Sussex. It enables the County Council to use a variety of qualified contractors to deliver works that fall outside of the PRoW maintenance contract.

The [existing Framework Agreement](#) ends on 31st March 2023.

The Framework Agreement will be replaced by a Dynamic Procurement System to allow new contractors to join throughout the lifetime of the Agreement.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to approve the new Dynamic Procurement System.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	20 October 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	Neil Vigar Tel: 033 022 26698
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Contract Award - Public Rights of Way Routine Maintenance	
<p>Routine maintenance works on the Public Rights of Way network in West Sussex are delivered by a third party contractor and the current contract expires on 30 April 2023.</p> <p>In accordance with the Council's Standing Orders on Procurement and Contracts a procurement process to establish a new contract for the delivery of Routine Maintenance on Public Rights of Way will be undertaken.</p> <p>Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the contract for Public Rights of Way Routine Maintenance.</p>	
Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	20 October 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	Neil Vigar Tel: 033 022 26698

Contact	Judith Shore Tel: 033 022 26052
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Finance and Property

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	Between April 2022 and March 2023
Consultation/ Representations	The following are being consulted: 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: 022 033 22551

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, Cabinet Member for Finance and Property, Leader

Performance and Resources Report (PRR) (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	1 April 2022
Month	Before March 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 Tel: 033 022 25098

Cabinet Member for Finance and Property

Endorsement Community Asset Transfer Lease: Phoenix Centre

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. The following vacant property has been identified as suitable for Community Asset Transfer:

- Phoenix Centre, Westloats Lane, North Bersted, Bognor Regis, West Sussex, PO21 5JD

This has 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 this property. 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, a preferred lessee will be chosen.

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

Decision by	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	9 March 2022
Month	January 2023
Consultation/ Representations	The following are being consulted: local member Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
Background documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet, County Council

Council Plan and Revenue Budget 2023/24

The Council Plan and Budget report details a refreshed Council Plan, the County Council's revenue budget, the level of council tax proposed for 2023/24 and the nature of its expenditure, income and savings for a balanced budget. It will also outline the County Council's Capital Programme to cover the period 2023/24 to 2027/28 which will update the programme previously agreed by County Council.

Cabinet will be asked to endorse the refreshed Council Plan, Revenue Budget and Capital Programme to deliver the Council Plan for approval at County Council on 17 February 2023.

Decision by	Councillor Duncan Crow, Councillor Joy Dennis, Councillor Jeremy Hunt, Councillor Amanda Jupp, Councillor Nigel Jupp, Councillor Bob Lanzer, Councillor Paul Marshall, Councillor Jacquie Russell, Councillor Deborah Urquhart, Councillor Steve Waight
Date added	27 October 2022
Month	January 2023
Consultation/ Representations	The following are being consulted: Performance and Finance Scrutiny Committee All Member sessions 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	Taryn Eves Tel: 033 022 23564
Contact	Natalie Jones-Punch Tel: 033 022 25098

Highways and Transport

Cabinet Member for Highways and Transport

Highway Infrastructure Asset Management Strategy and Policy	
<p>The Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered.</p> <p>The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, have been reviewed and updated following approval of the current Strategy and Policy in December 2020.</p> <p>The updates are minor in nature ensuring alignment to Our Council Plan and that relevant data is updated.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve:</p> <ul style="list-style-type: none"> • the implementation of the revised Highway Infrastructure Asset Management Strategy and Policy; and • the delegation of authority to the Assistant Director (Highways, Transport and Planning) to approve the individual asset group lifecycle plans. 	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)

Date added	27 October 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

Cabinet Member for Highways and Transport

Bus Services Improvement Plan/Enhanced Partnership - Spending Plan	
<p>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.</p> <p>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.</p> <p>The funding is available until 31 March 2025 by when the ambitions will have to be delivered.</p> <p>This includes some capital highways improvements schemes that could prove technically challenging and presents some financial risk to the Council.</p> <p>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.</p>	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	29 September 2022
Month	January 2023

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

Cabinet Member for Highways and Transport

Highways and Transport Delivery Programme 2023-2024	
<p>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.</p> <p>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.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve –</p> <ol style="list-style-type: none"> 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. <p>It should be noted that the above will be subject to confirmation of funding at a Full Council meeting.</p>	
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

Cabinet Member for Public Health and Wellbeing

Procurement: Healthy Child Programme	
<p>The Health and Social Care Act 2012 sets out the statutory responsibility for the County Council to deliver and commission public health services for children and young people aged 5-19 years. On 01 October 2015 the Council became responsible for statutory children's public health services, a national programme of pre-school and school age services from health visitors including the Family Nurse Partnership (FNP) and school nurses delivering Public Health outcomes for children and young people 0-19 years of age (25 years of age for young people with special educational needs and disabilities). The current HCP contract will conclude in March 2024.</p> <p>The Cabinet Member for Public Health and Wellbeing will be asked to endorse the procurement of a new contract to deliver the HCP in West Sussex, to commence from April 2024 at a contract value of approximately £10.7m per annum and to delegate to the Director of Public Health the authority to award the contract(s). Further decision reports will be published as appropriate.</p>	
Decision by	Cabinet Member for Public Health and Wellbeing (Councillor Bob Lanzer)
Date added	17 November 2022
Month	January 2023
Consultation/ Representations	<p>Market suppliers; Service Users: residents via the Your Voice Engagement Hub</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.</p>
Background documents (via website)	None
Author	Fiona Mackison Tel: 033 022 27049
Contact	Erica Keegan Tel: 033 022 26050

Director of Public Health

Provision of Public Health Services Contract Extension

The Public Health directorate of the County Council uses Public Health Grant funding to commission services via contracts with general practices and community pharmacies as follows: NHS Health Checks, Smoking Cessation, Long-Acting Reversible Contraception (Contraceptive Implants and Intra-Uterine Contraceptive Devices), Emergency Hormonal Contraception and Alcohol Identification and Brief Advice Services for the population of West Sussex.

Local Authorities are mandated to provide the NHS Health Checks Programme and the provision of contraception is a prescribed service under the conditions of the Public Health Grant. All these services contribute to the improvement public health outcomes and tackle health inequalities.

Cabinet Member decision [AH619/20](#) authorised an extension to the current contract from March 2023 for a further two years. The Director for Public Health will be asked to approve the extension of the current contract to March 2025.

Decision by	Director of Public Health (Alison Challenger)
Date added	23 November 2022
Month	January 2023
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Author	Kate Bailey Tel: 033 022 28688
Contact	Erica Keegan Tel: 033 022 26050

Support Services and Economic Development

Director of Finance and Support Services

Award of Contract(s) Information Technology Services (Rolling Entry)

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.

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.

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.

Decision by	Director of Finance and Support Services (Taryn Eves)
Date added	14 April 2021
Month	Before April 2023
Consultation/ Representations	The following are to be consulted: External consultants SOCITM 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.
Background documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill 033 022 22551

Director of Finance and Support Services

Award of Contract: Data Archiving Solution for SAP	
<p>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.</p> <p>Decision SSED02 22-23 delegated authority to the Director of Finance & Support Services to award the decision.</p>	
Decision by	Director of Finance and Support Services (Taryn Eves)
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

Cabinet Member for Support Services and Economic Development

Endorsement of Funding: Southwick Square - public realm improvements

The Adur Growth Deal signed in 2017, is a joint commitment between Adur District Council (ADC) and West Sussex County Council (WSCC) to focus partnership resource and investment on economic growth priorities. Work is underway to review investment priorities for a refreshed Growth Deal from 2023.

Discussions to date have focused on supporting growth through improving access and key facilities in town centres and highstreets, including improvements to transport links and digital connectivity to support businesses, residents, and visitors.

A priority scheme is proposed to support economic regeneration at Southwick Square, to bring the public realm up to a modern standard. This will improve accessibility, create more planting, enable businesses to spill out and provide flexible space for performances, markets and areas for community interaction in a busy shopping area.

This aligns with the County Council's Economic Plan (2020-24) and 'Our Council Plan' (2021-25). Design work is underway and it is anticipated works will commence on-site in spring 2023 with completion in late Autumn.

The Cabinet Member for Support Services and Economic Development and will be asked to endorse:

1. The appointment of Adur District Council as the delivery body for the Southwick Square Capital Project; and
2. allocation of up to £600k from the £2m 22/23 WSCC Capital Growth Allocation to support the scheme.

Decision by	Cabinet Member for Support Services and Economic Development (Councillor Steve Waight)
Date added	1 December 2022
Month	January 2023
Consultation/ Representations	The following are being consulted: Local residents and businesses. Representation can be made in the month prior to that in which the decision is due to be taken.
Background documents (via website)	None
Author	Marie Tulley-Rose Tel: 07563 397759
Contact	Suzannah Hill Tel: 033 022 22551

Director of Finance and Support Services

Award of Contract: Highway Asset and Customer Management system

The provision of an asset and customer management system is critical to ensuring the County Council can meet its statutory duty to maintain the highways maintainable at public expense and to be able to prove that the authority had taken such care as in all the circumstances is reasonably required to comply with that duty. The current contract has been novated back to the Council from Capita PLC and is due to end on 31 March 2023. A new three-year contract is required and in consultation with the Cabinet Member, procurement has commenced.

Upon the conclusion of the procurement process, the Director of Finance and Support Services, in consultation with the Assistant Director (Highways, Transport and Planning) will be asked to award a contract for the provision of a highway asset and customer management system.

Decision by	Director of Finance and Support Services (Taryn Eves)
Date added	22 December 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	Chris Barrett Tel: 033 022 26707
Contact	Suzannah Hill Tel: 033 022 22551