

# 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:

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

## Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property reviews the Council’s budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as ‘rolling decisions’.

Each month the Cabinet will consider the Council’s performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council’s budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Katherine De La Mora on 033 022 22535, email [katherine.delamora@westsussex.gov.uk](mailto:katherine.delamora@westsussex.gov.uk).

**Published: 20 April 2023**

## Forward Plan Summary

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

<b>Page No</b>	<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
5	Director of Children, Young People and Learning (Lucy Butler)	Employment and Skills Initiative	May 2023
6	Director of Adults and Health (Alan Sinclair)	Commissioning and Contract Management for Avila House - Extra Care Housing Scheme	April 2023
7	Director of Adults and Health (Alan Sinclair)	Award of Contract for Professional Service Support (Adult Services)	May 2023
7	Cabinet Member for Adults Services (Cllr Amanda Jupp)	Carer Information, Advice Assessment and Support Service Procurement	June 2023
8	Cabinet Member for Adults Services (Cllr Amanda Jupp)	Procurement Commissioning of Care and Support at Home	June 2023
9	Director of Adults and Health (Alan Sinclair)	Provision of Domestic Abuse Housing Support Services in West Sussex	July 2023
10	Director of Adults and Health (Alan Sinclair)	Award of Contract Carer Information, Advice Assessment and Support Service	December 2023
11	Director of Adults and Health (Alan Sinclair)	Award of Contract Care and Support at Home Services	March 2024
12	Director of Children, Young People and Learning (Lucy Butler)	Commissioning of specialist support staff to assist delivery of the Family Safeguarding Model for Children and Young People (Rolling Entry)	Between July 2022 and May 2023
13	Director of Children, Young People and Learning (Lucy Butler)	Award of contract for refurbishment of Contact Centre at Orchard House Children's Home	May 2023
14	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contracts for the expansion project to accommodate bulge classes at Downlands Community School, Hassocks (Rolling Entry)	Between April 2023 and May 2023
15	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)	Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees	April 2023
16	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 Funding to create provision for accommodating bulge classes at Sir Robert Woodard Academy, Lancing	April 2023
17	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)	Phase 2 Special Support Centre Programme - Warden Park Secondary Academy - Allocation of Additional Funding for Project Delivery	April 2023
18	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding and contract award for creation of a Satellite Site for Fordwater School, Chichester	April 2023
19	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	April 2023
20	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding to enable expansion of The Holy Trinity CE Secondary School, Crawley	April 2023

21	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	April 2023
22	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for works to expand Lindfield Primary Academy, Haywards Heath	April 2023
23	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)	Allocation of Funding for Sports Hall Roof Upgrade at The Angmering School	April 2023
24	Assistant Director (Education and Skills) (Paul Wagstaff)	Change of age range at Woodgate Primary School, Pease Pottage - Determination of Statutory Notices	April 2023
25	Assistant Director (Property and Assets) (Andrew Edwards)	Award of Enabling Works Contract for delivery of the new Bedelands Secondary School in Burgess Hill	April 2023
26	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)	Additional budget allocation for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis	April 2023
26	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School	May 2023
27	Assistant Director (Education and Skills) (Paul Wagstaff)	Review of primary age pupil provision across the Worthing & Durrington area - Determination of Statutory Proposals relating to Lyndhurst Infant and Chesswood Junior Schools	May 2023
28	Assistant Director (Property and Assets) (Andrew Edwards)	Award of Contract for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis	May 2023
29	Assistant Director (Property and Assets) (Andrew Edwards)	Award of Contract for upgrade of the Sports Hall roof at The Angmering School	June 2023
29	Cabinet	West Sussex Fire and Rescue Service Statement of Assurance 2022-2023	June 2023
30	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for 2 x bulk water carriers	June 2023
31	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment	October 2023
32	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	West Sussex Minerals and Waste Development Scheme 2023-2026	April 2023
33	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Decarbonisation Plan Implementation Programme (Phase 1a) - Allocation of Capital Funding	May 2023
34	Director of Place Services (Lee Harris)	Award of Design and Build contract at the Halewick Lane Battery Storage site	June 2023
35	Director of Place Services (Lee Harris)	Refuse Derived Fuel and Energy Recovery Feedstock Services Contract Award	July 2023
36	Director of Place Services (Lee Harris)	Award of Water and Wastewater Ancillary Services Contract	July 2023
36	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Property and Assets (Rolling Entry)	Between April 2022 and March 2023

37	Cabinet	Performance and Resources Report - Quarter 4 2022/23	June 2023
38	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Infrastructure Asset Management Strategy and Policy	April 2023
39	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards	April 2023
40	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	May 2023
41	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)	Procurement: Healthy Child Programme	April 2023
41	Director of Finance and Support Services (Taryn Eves)	Award of Contract: Data Archiving Solution for SAP	April 2023

# Leader

## Employment and Skills Initiative

Support for employment and skills is an important issue for the County Council as a major local employer and enabler of growth, and for residents, businesses, and the wider West Sussex economy. This is reflected in [Our Council Plan](#) and the [Economy Plan 2020–2024](#).

The County Council is proposing to host an initiative to help local employers to have the skills they need to support a dynamic and inclusive economy, in which everyone contributes to the best of their abilities.

The Director of Children, Young People and Learning will be asked to approve the County Council's role in the initiative, the funding arrangements, and the signing of an associated agreement.

<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	5 April 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made to the decision-maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Carolyn Carr Tel: 033 022 23836
<b>Contact</b>	Natalie Jones-Punch Tel: 033 022 25098

## Adults Services

### 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 November 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.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	15 September 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Award of Contract for Professional Service Support (Adult Services)**

To support the delivery of our Council Plan 2021/2025 and the Adult Social Care Strategy 2022-25, the Adults and Health directorate has set out its strategic purpose and outlined how the directorate will deliver services. To achieve this, the directorate will need to deliver a significant programme of work throughout 2023/24 and 2024/25, as well as respond to ongoing service pressures and emerging government legislation.

The nature, scale and complexity of the programme means that fixed-term external capacity and skills are needed to work alongside in-house teams to deliver core elements of programme.

The Director of Adults and Health (DASS), having previously approved the commencement of an open-tender procurement process, to provide the fixed-term external capacity required, will be asked to award the contract to the preferred bidder.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	10 February 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	Representations can be made to the decision maker, via the contact officer, by the beginning of the month the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Helena Cox Tel: 033 022 22533
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Carer Information, Advice Assessment and Support Service Procurement**

The Cabinet Member for Adults Services will be asked to agree that a tender process be commenced to commission a new service for the Carer Information, Advice, Assessment and Support Service, to begin on 1<sup>st</sup> April 2024. The current contract with the County Council is in the final year. The intention is that provision will re-focus on the growing carer population and the different needs of these carers across the county. The procurement will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	28 March 2023
<b>Month</b>	June 2023

<b>Consultation/ Representations</b>	<p>Extensive carer consultation has taken place in recent years to inform the Joint Carer Strategy and the recent re-let of Carer Short Break Contracts. In addition, carer engagement will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process. Other stakeholders will be consulted e.g., all members of the Carers Strategic Partnership Group.</p> <p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Mark Greening Tel: 033 022 23758
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Procurement Commissioning of Care and Support at Home**

Care and support at home services (also known as domiciliary care or home care) are purchased by the county council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the delivery of personal care and support, provided within a person's own home.

The county council currently commissions the majority of these services from a framework agreement which commenced in 2015. This will come to an end at the latest by March 2024. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the county council purchases services from the wider market through a legacy contractual agreement and a more recent contingency contract.

The commissioning of these services is currently being reviewed with proposals being developed for new arrangements and contractual agreements. These will enable the achievement of our strategic aim to support people to live independent and fulfilled lives and also to reduce the need for long term residential services as part of the ambitions set out in the [Adult social care strategy 2022-25](#). New arrangements will seek to ensure there is capacity across West Sussex to meet the needs of those with care and support needs and supports a sustainable care and support at home provider market in West Sussex. The expected value of the annual spend on domiciliary care for the life of these new arrangements is approximately £35 million, potentially rising to £40 million over the life of the contract depending on inflationary and demographic pressures.

Following the review, the Cabinet Member for Adults Services will be asked to approve the commencement of a procurement process to source the future care and support at home services and delegate authority for contract award to the Director of Adults and Health.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
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<b>Date added</b>	11 April 2023
<b>Month</b>	June 2023
<b>Consultation/ Representations</b>	<p>A consultation plan and Equalities Impact Assessment is in development. Details will be included in the decision report.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

<b>Provision of Domestic Abuse Housing Support Services in West Sussex</b>	
<p>The Director of Adults and Health has approved the procurement of Domestic Abuse Housing Support Services in West Sussex. The new contract is to be in place by 1<sup>st</sup> August 2023. The initial term of the new contract will be for two years with the option to extend for up to a further two years. The contract value has been set at £450k per year from funding supplied by the Domestic Abuse Act additional burdens for safe accommodation support, provided through the government's Department for Levelling Up, Housing and Communities.</p> <p>The contracted services will provide support and accommodation to those fleeing Domestic Abuse in West Sussex. The accommodation will be provided in dispersed units rather than in traditional refuge style and will be accessible to a much wider range of customers, such as those with older male children, women with additional needs such as mental or physical health issues, larger families and men experiencing domestic abuse.</p>	
<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	3 March 2023
<b>Month</b>	July 2023
<b>Consultation/ Representations</b>	<p>Stakeholder consultation and Market Engagement event held.</p> <p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None

<b>Lead officer (report author)</b>	Sarah L Leppard Tel: 0330 022 23774
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Award of Contract Carer Information, Advice Assessment and Support Service**

The current Carer Information, Advice, Assessment and Support Service contract with the County Council is in its final year. The intention is that provision will re-focus on the growing carer population and the different needs of these carers across the county.

Following the decision taken to commence a procurement of the Carer Information, Advice, Assessment and Support Service by the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to award the contract to the successful bidder that meets the principles of good outcomes, quality of service, value for money and additional social capital. The new contract will begin on 1<sup>st</sup> April 2024.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	28 March 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	<p>Extensive carer consultation has taken place in recent years to inform the Joint Carer Strategy and the recent re-let of Carer Short Break Contracts. In addition, carer engagement will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process. Other stakeholders will be consulted e.g., all members of the Carers Strategic Partnership Group.</p> <p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents (via website)</b>	None
<b>Lead officer (report author)</b>	Mark Greening Tel: 033 022 23758
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Award of Contract Care and Support at Home Services**

Care and support at home services (also known as domiciliary care or home care) are purchased by the county council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the delivery of personal care and support, provided within a person's own home.

The county council currently commissions the majority of these services from a framework agreement which commenced in 2015. This will come to an end at the latest by March 2024. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the county council purchases services from the wider market through a legacy contractual agreement and a more recent contingency contract.

Following the review of the commissioning of these services proposals will be developed for new arrangements and contractual agreements. New arrangements will seek to ensure there is capacity across West Sussex to meet the needs of those with care and support needs and supports a sustainable care and support at home provider market in West Sussex. The expected value of the annual spend on domiciliary care for the life of these new arrangements is approximately £35 million, potentially rising to £40 million over the life of the contract depending on inflationary and demographic pressures.

Following the commencement and completion of a procurement process, as approved by the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to agree contract award.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	11 April 2023
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Children and Young People

### **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.

<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	3 May 2022
<b>Month</b>	Between July 2022 and May 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	
<b>Lead officer (report author)</b>	Stephen Humphries
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**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.

<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	13 April 2022
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	Cabinet Member Decision CYP04(21/22)
<b>Lead officer (report author)</b>	Eleni Zikou Tel: 07709718446
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Learning and Skills

### **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 decisions, the first of which was taken in March 2023 – decision [OKD64\(22/23\)](#) refers.

Following conclusion of the second procurement process 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 be completed.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	27 October 2022
<b>Month</b>	Between April 2023 and May 2023
<b>Consultation/ Representations</b>	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
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Matthew Wakefield Tel: 07597 528007
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## 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.

<b>Decision by</b>	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
<b>Date added</b>	24 November 2021
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	13 April 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553



**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.

<b>Decision by</b>	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
<b>Date added</b>	26 July 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	

## **Allocation of S106 funding and contract award 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.

Remodelling work will be required to ensure the accommodation at the satellite site is appropriate for the pupils who will be located there. On completion of the procurement for carrying out the remodelling work the cost of the project has exceeded that projected and the allocation of funding required meets the criteria for a key decision.

The Assistant Director (Property and Assets) will therefore be asked to approve the allocation of the S106 monies required to fund the project and to award a contract to enable the remodelling works to progress.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	24 August 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	12 August 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	12 August 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	11 January 2021
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	3 October 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Katerina Evans-Makrakis Tel: 07597 526870
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Allocation of Funding for Sports Hall Roof Upgrade at The Angmering School**

The Angmering School is a secondary school which caters for over 1300 pupils. The main physical education sports hall at the school has a corrugated asbestos sheet roof that has reached the end of life and requires a capital maintenance re-roof. It is proposed to deliver a project at the school which in addition to the re-roof will include a new sports hall ceiling, associated cabling, and lighting. Approval will be required for allocation of the necessary funding for the project and to launch a procurement to secure a contractor to carry out the works

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

- (1) The allocation of the funds required from the School Capital Maintenance block to enable the planned capital maintenance project to replace Angmering School sports hall roof to proceed.
- (2) The authorisation to commence a procurement and delegation to the Assistant Director (Property and Assets) to approve the subsequent contract award for carrying out the works

<b>Decision by</b>	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
<b>Date added</b>	1 February 2023
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Andrew Bennett Tel: 0330 022 225041
<b>Contact</b>	Wendy Saunders: 033 022 22553

**Change of age range at Woodgate Primary School, Pease Pottage -  
Determination of Statutory Notices**

Woodgate Primary School in Pease Pottage is a school that caters for children aged four to eleven with an onsite nursery for two- to four-year-olds. It is proposed that the school incorporates the current pre-school nursery provision within the age range of the maintained primary school, extending the age range by two years so it serves two- to eleven-year-olds.

In accordance with the Department for Education’s statutory [guidance for making prescribed alterations to maintained schools](#) a four-week informal public consultation with all major stakeholders has taken place, to obtain feedback regarding the proposals to amend the age range of Woodgate Primary School.

Following the outcome of the consultation the Cabinet Member for Learning and Skills approved the publication of statutory proposals for a four-week period, seeking any additional representations on the proposed change of age range. As part of the decision the Cabinet Member also approved the delegation of authority to the Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period (decision [LS13\(22/23\)](#) refers).

On conclusion of the four-week period and following consideration of any representations received, the Assistant Director (Education and Skills) will be asked to determine whether the change of age range should proceed.

<b>Decision by</b>	Assistant Director (Education and Skills) (Paul Wagstaff)
<b>Date added</b>	22 February 2023
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	<p>Parents and carers from the school community of Woodgate Primary  Governors, Leadership Team and Staff of Woodgate Primary  Sussex Learning Trust Chief Executive  Members of the public  Diocese of Chichester and Diocese of Arundel and Brighton  Local Member  Mid Sussex District Council, Crawley Borough Council and  Horsham District Council  Neighbouring Schools  Local MP  Public Notices in a local newspaper and posted outside the school</p> <p>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.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Vanessa Cummins Tel: 033 022 23046
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553



## **Award of Enabling Works Contract for delivery of the new Bedelands Secondary School in Burgess Hill**

The new 6 form entry Secondary School and Special Support Centre to be built in the Brookleigh development will provide 900 pupil places to the Burgess Hill area.

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), in consultation with the Cabinet Member, to enter into a contract or contracts to enable the progression of the project within the overall agreed budget ([decision LS04\(22/23\)](#) refers).

Procurement of this scheme used the Southern Construction Framework, with the successful contractor, Willmott Dixon Limited, being awarded the Pre-Construction Services Agreement (PCSA) ([decision OKD45\(22/23\)](#) refers) to develop the design and tender the enabling works and main works packages. In addition to the PCSA, two further awards of Construction Works contract are required as part of this project. The first will be for an enabling works package and the second for the main construction works. Approval is now sought for entering into a contract for the enabling works.

The Assistant Director (Property and Assets), in consultation with the Cabinet Member for Learning and Skills, will be asked to enter into an Enabling Works Contract with Willmott Dixon Limited to deliver the enabling works for the Bedelands Secondary School project.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	28 February 2023
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	Cabinet Member for Learning and Skills  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
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Lydia Schilbach Tel: 033022 25832
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Additional budget allocation for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis**

In June 2022 the Cabinet Member for Learning and Skills approved the funding to enable establishment of a new 12 place Special Support Centre (SSC) at Edward Bryant Primary School in Bognor Regis for pupils with Social Communication Needs ([decision LS03\(22/23\)](#) refers).

Since that time inflationary pressures have led to additional costs and the Multi-Disciplinary Consultant has reported that additional funds are needed for this project to be completed.

The Cabinet Member for Learning and Skills will be asked to approve the additional budget allocation to enable the delivery of the new SSC at Edward Bryant school.

<b>Decision by</b>	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
<b>Date added</b>	14 March 2023
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	
<b>Lead officer (report author)</b>	Ben Barnes Tel: 07355 023408
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	27 October 2022

<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Matthew Wakefield Tel: 07597 528007
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Review of primary age pupil provision across the Worthing & Durrington area - Determination of Statutory Proposals relating to Lyndhurst Infant and Chesswood Junior Schools**

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. A review of the feedback from a public consultation on proposed solutions for reducing this surplus indicated support was evident for proceeding with a number of these solutions. In March 2023 the Cabinet Member for Learning and Skills approved the progression of these proposals, using procedures in accordance with [Department for Education guidance](#) where appropriate, decision [LS14\(22/23\)](#) refers.

The decision approved the publication of formal statutory proposals for the closure of Lyndhurst Infant School and the significant change in character of Chesswood Junior School to allow the opening of an all-through primary school for 60 Published Admission Number (PAN) Key Stage 1 pupils and 120 PAN Key Stage 2 pupils, together with a 21 place Special Support Centre, with effect from September 2024.

Publication of the proposals provides the opportunity for the public to submit new comments during a time-limited representation period. Once the deadline for providing any new representations on the proposals has passed and any feedback received has been considered, the Assistant Director (Education and Skills) will be asked to determine whether the closure of Lyndhurst Infant School and significant change in character of Chesswood Junior school, as set out above, should proceed.

<b>Decision by</b>	Assistant Director (Education and Skills) (Paul Wagstaff)
<b>Date added</b>	28 March 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	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.

<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Graham Olway Tel: 033 022 23029
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Award of Contract for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis**

In June 2022 the Cabinet Member for Learning and Skills approved the funding to enable establishment of a new 12 place Special Support Centre (SSC) at Edward Bryant Primary School in Bognor Regis for pupils with Social Communication Needs. The Cabinet Member also delegated authority to the Assistant Director (Property and Assets) to enter into a construction contract with the successful tenderer upon completion of a procurement process for delivery of the SSC (decision [LS03\(22/23\)](#) refers).

As part of a separate decision process approval is currently being sought to allocate additional funding to the project to take account of inflationary cost pressures since the original allocation was approved.

The project at Edward Bryant Primary School to deliver a new SSC will involve design and construction of a a new building, internal remodelling within the existing school building and external works.

A procurement for the works is currently being undertaken. On conclusion, and following confirmation of additional funding being allocated to the project, the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider to deliver the new SSC at Edward Bryant School.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	28 March 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Ben Barnes Tel: 07355 023408
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Award of Contract for upgrade of the Sports Hall roof at The Angmering School**

The Angmering School is a secondary school which caters for over 1300 pupils. The main physical education sports hall at the school has a corrugated asbestos sheet roof that has reached the end of life and requires upgrade. The works required to replace the roof are high priority. The scope of design and contract work includes upgrading the roof, inclusive of a new sports hall ceiling, associated cabling and lighting.

As part of a [separate decision process](#) approval is being sought from the Cabinet Member for Learning and Skills for the funding allocation required for this project and to commence a procurement for the works. As part of that decision agreement will also be sought to delegate authority to the Assistant Director (Property and Assets) to award the contract.

Following the conclusion of the procurement process the Assistant Director (Property and Assets) will be asked to authorise the award of a construction contract to the successful tenderer.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	20 April 2023
<b>Month</b>	June 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Andrew Bennett Tel: 0330 022 225041
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## **Community Support, Fire and Rescue**

### **West Sussex Fire and Rescue Service Statement of Assurance 2022-2023**

The Fire Authority (FRA) is required to provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their Community Risk Management Plan (CRMP) and as part of the Fire and Rescue National Framework for England.

This Statement reinforces the commitment to provide our communities with clear information about how we manage public funds and assure the effectiveness of our financial, governance and operational fire service arrangements.

All partners involved have been asked to formally endorse the Annual Statement of Assurance 2022-23. Cabinet will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance for 2022-23.

<b>Decision by</b>	Cabinet
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<b>Date added</b>	29 March 2023
<b>Month</b>	June 2023
<b>Consultation/ Representations</b>	<p>The Statement of Assurance will be presented to the Fire and Rescue Service Scrutiny Committee at the meeting on 12 June 2023.</p> <p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Sabrina Cohen-Hatton Tel: 033 022 24993
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

**West Sussex Fire and Rescue Service - Award of contract for 2 x bulk water carriers**

West Sussex Fire and Rescue has commenced the procurement of 2 bulk water carriers using lot 5 of the Framework Agreement for UK Fire and Rescue Emergency Response Vehicles.

The specification for the vehicles is based on an 18-tonne chassis (day cab), with 9000ltrs of water carrying capacity. The vehicles will replace the 2 currently in service which have reached the end of their operational life. The estimated value of the contract is £600,000 for both vehicles.

Upon completion of the procurement process the Chief Fire Officer will be requested to approve the award of a contract to the most economically advantageous bidder.

<b>Decision by</b>	Chief Fire Officer (Sabrina Cohen-Hatton)
<b>Date added</b>	3 March 2023
<b>Month</b>	June 2023
<b>Consultation/ Representations</b>	<p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None

<b>Lead officer (report author)</b>	James Skilling Tel: 033 022 25432
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

**West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment**

West Sussex Fire and Rescue Service are leading an aggregated procurement to standardise Breathing Apparatus and ancillary equipment (BA) on behalf of the 4F Group of East & West Sussex, Surrey and Kent Fire and Rescue Services (FRS), to obtain a single collaborative blanket contract/call-off agreement.

Volumes:

- West Sussex FRS (existing contract ending May 2024) 221 sets
  - Surrey FRS (existing contract ending Apr 2024) 215 sets
  - Kent FRS (existing contract ending Jul 2027) 400 sets + telemetry
  - East Sussex FRS (existing contract ending Apr 2027) 227 sets + telemetry
- Total: 1063 existing BA sets, estimated to grow to 1100+ BA sets with telemetry at point of order for all four fire services.

Aside from the collaborative process and initial financial efficiencies from procurement, the project outcomes will strongly influence a variety of longer-term benefits which will include:

1. standardisation of Breathing Apparatus (BA) equipment across 4F.
2. enabling the wider programme of operational alignment (for example BA).
3. seamless cross-border mobilisation of FRS assets and firefighters who can work together using the same operational guidance, training, and equipment.

Each Fire Service will ensure their internal governance process is followed, including funding and authorisation processes within their respective service / authorities. The contract value is £950k.

Following the completion of the procurement process, the Chief Fire Officer seeks to award the Contract for the purchase of this equipment to the bidder submitting the most economical and technologically suitable tender and following extensive practical evaluation processes by the 4F leads.

<b>Decision by</b>	Chief Fire Officer (Sabrina Cohen-Hatton)
<b>Date added</b>	20 April 2023
<b>Month</b>	October 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents (via website)</b>	None

<b>Lead officer (report author)</b>	James Skilling Tel: 033 022 25432
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Environment and Climate Change

<b>West Sussex Minerals and Waste Development Scheme 2023-2026</b>	
<p>The County Council is required to prepare a Minerals and Waste Development Scheme, which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period. The current Scheme covers the period 2022-2025 and needs to be updated; the decision report will consider the revised Scheme for the period 2023-2026.</p> <p>The Cabinet Member for Environment and Climate Change will be asked to approve the West Sussex Minerals and Waste Development Scheme 2023-2026.</p>	
<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	7 February 2023
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	<p>Informal consultation with the South Downs National Park Authority</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>
<b>Background documents (via website)</b>	None
<b>Lead officer (report author)</b>	Rupy Sandhu Tel: 033 022 26454
<b>Contact</b>	Judith Shore Tel: 022 033 26052



## Decarbonisation Plan Implementation Programme (Phase 1a) - Allocation of Capital Funding

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 [WSCC Carbon Management Plan](#).

The County Council identified, amongst its most carbon-emitting assets, 21 premises that fulfilled the requirements for external funding via the Public Sector Decarbonisation Fund 3b (PSDS3b) and, in February 2023, was awarded part-funding for the works.

Following the [approval of funding to progress the design stages](#) of Phase 1a of the Heat Decarbonisation Programme and the award of external funding via PSDS3b, the programme now requires approval for the balance of capital funding to deliver the agreed scope of works.

The Cabinet Member for Environment & Climate Change will be asked to approve the allocation of capital funds required to enable the delivery of the Heat Decarbonisation Works to Phase 1a and to delegate authority to the Assistant Director of Property and Assets to award a contract or contracts for the delivery of the works.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	10 March 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Lydia Schilbach Tel: 033022 25832
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Award of Design and Build contract at the Halewick Lane Battery Storage site**

The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.

Following a review of the details previously approved by the Cabinet Member for Environment and Climate Change, a revised business case indicates that revisions to the scheme by using a first-life battery option will generate increased revenue from the project and expanding the scheme will provide better value for money. Therefore, the Cabinet Member for Environment and Climate Change [approved](#) a re-procurement process increasing the system size to 24MW with the specification of first life batteries.

A pre-construction service agreement (PCSA) was [awarded](#) to KIER Construction Limited in September 2022.

At the conclusion of the PCSA contract, the Director of Place Services will be asked to award the full design and build contract for the scheme.

<b>Decision by</b>	Director of Place Services (Lee Harris)
<b>Date added</b>	11 April 2023
<b>Month</b>	June 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Emma Ford Tel: 033 022 22196
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Refuse Derived Fuel and Energy Recovery Feedstock Services Contract Award

In February 2017, the Cabinet Member for Finance (on behalf of the Cabinet Member for Residents' Services) delegated authority to the Executive Director of Economy, Infrastructure and Environment to award the Refuse Derived Fuel (RDF) contract.

The Refuse Derived Fuel (RDF) contract had an initial contract term of five years from 2018 with an option to extend for up to a further five calendar years.

In March 2022 the Assistant Director (Environment and Public Protection) [approved a one year extension](#) from 6 April 2023 to 5 April 2024.

In March 2022, the Cabinet [approved](#) –

- a) the variation of the Materials Resource Management Contract
- b) the commencement of a procurement for the disposal of refuse derived fuel until 2035 with a possible extension until 2040; and
- c) delegation of authority to the Assistant Director (Environment and Public Protection) to undertake the above.

The extension to the existing RDF contract will expire on 5 April 2024 and a procurement process for a new RDF and Energy Recovery Feedstock Services contract to cover collection, transport, treatment and disposal of RDF is underway. Tenders have been invited for a single contract with an initial contract length of 11 years and an option to extend by up to five years.

The Assistant Director (Environment and Public Protection) will be asked to award the contract to the bidder submitting the most economically advantageous tender with regard to cost and quality.

<b>Decision by</b>	Director of Place Services (Lee Harris)
<b>Date added</b>	8 March 2023
<b>Month</b>	July 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Kai Greenslade Tel: 033 033 27711
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Award of Water and Wastewater Ancillary Services Contract**

West Sussex is served, on a geographical basis, by four water wholesalers and two wastewater providers. While the county council has no choice regarding the wholesalers, it can access a retail market for commercial/industrial supplies providing an intermediary service which includes invoice validation and aggregation plus ancillary services that allow the council to identify leaks and potential efficiencies with smart metering, building-by-building profiling, and exception reporting.

The current provider was procured when the market first opened in 2018 and has demonstrated the value of this contract, which expires on 30 September 2023. A new procurement process will test a retail market that has matured over the last 5 years.

Upon conclusion of the procurement process the Assistant Director (Environment and Public) will be asked to award the contract for Water and Wastewater Ancillary Services.

<b>Decision by</b>	Director of Place Services (Lee Harris)
<b>Date added</b>	8 March 2023
<b>Month</b>	July 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Steven Fall Tel: 033 022 23265
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## **Finance and Property**

### **Property and Assets (Rolling Entry)**

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.

<b>Decision by</b>	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
<b>Date added</b>	1 April 2022
<b>Month</b>	Between April 2022 and March 2023

<b>Consultation/ Representations</b>	Local members  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### **Performance and Resources Report - Quarter 4 2022/23**

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.

<b>Decision by</b>	Cabinet
<b>Date added</b>	13 April 2023
<b>Month</b>	June 2023
<b>Consultation/ Representations</b>	The following will be consulted:  All Scrutiny Committees Cabinet  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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Natalie Jones-Punch Tel: 033 022 25098

## Highways and Transport

### Highway Infrastructure Asset Management Strategy and Policy

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.

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.

The updates are minor in nature ensuring alignment to [Our Council Plan](#) and that relevant data is updated.

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

- 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.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	27 October 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents (via website)</b>	None
<b>Lead officer (report author)</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards**

In April 2022 the Government confirmed that the County Council would 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](#) with the 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 must be delivered.

In January 2023, the Cabinet Member for Highways and Transport [approved](#) the capital and revenue budgets for the delivery of ambitions in the Enhanced Partnership Spending Plan and delegated authority to the Assistant Director (Highways, Transport and Planning) to undertake the procurement process and award contracts for the capital projects and for revenue expenditure.

The procurement processes are underway and, upon their conclusion, the Assistant Director (Highways, Transport and Planning) will be asked to award the contracts for the various schemes.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	21 March 2023
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	<p>Communities, Highways and Environment Scrutiny Committee on 10 June 2022, and a Scrutiny Task and Finish Group met on several occasions to consider the proposals</p> <p>Borough and district councils Local bus operators Residents via online 'Westsusbus' portal User representatives Traffic Commissioners Police Transport Focus Competition and Markets Authority</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>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Streetlighting LED Conversion Project

The Streetlighting Light Emitting Diode (LED) Conversion Project aims to convert all of the County Council owned Street Lighting Asset Luminaires to LEDs and introduce a Central Monitoring System to allow the remote operation of lighting.

In July 2019, the Cabinet Member for Highways and Infrastructure [approved the capital allocation and delegated authority](#) to approve the changes to the Street Lighting Private Finance Initiative (PFI) contract.

Delays have arisen as a result of lengthy negotiations about the Deed of Variation which is required to amend the PFI contract to allow the installation of LEDs. Cost increases have occurred due to inflationary pressures since the above decision was made. In February 2023, following discussions with suppliers, the County Council re-evaluated the costs required to deliver this project and identified a shortfall.

The Cabinet Member for Highways and Transport will be asked to approve an additional budget allocation in order to allow the project to proceed.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	21 March 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Simon Osborne Tel: 033 022 26351
<b>Contact</b>	Judith Shore Tel: 033 022 26052



## Public Health and Wellbeing

### Procurement: Healthy Child Programme

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.

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.

<b>Decision by</b>	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
<b>Date added</b>	17 November 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	Market suppliers; Service Users: residents via the Your Voice Engagement Hub  Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Fiona Mackison Tel: 033 022 27049
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Support Services and Economic Development

### 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.

<b>Decision by</b>	Director of Finance and Support Services (Taryn Eves)
<b>Date added</b>	7 July 2022
<b>Month</b>	April 2023
<b>Consultation/ Representations</b>	SME's within the Business, Market suppliers.  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Stewart Laird Tel: 033022 25310
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551