

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.
Lead officer (report 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: 17 August 2023

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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21	Interim Assistant Director (Education and Skills)	Award of Contracts for Provision of Adult Skills Programmes	August 2023

21	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Additional budget allocation for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis	September 2023
22	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School	September 2023
23	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Allocation of Capital Funding to create increased provision for girls' changing at St Andrew's CE High School, Worthing	September 2023
24	Interim Assistant Director (Education and Skills)	Creation of Sixth Form provision at St Oscar Romero Catholic School, Worthing - Determination of Statutory Proposals	September 2023
24	Interim Assistant Director (Education and Skills)	Commissioning of College Alternative Provision for Key Stage 4 Learners	September 2023
25	Assistant Director (Property and Assets) (Andrew Edwards)	Award of Contract for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis	October 2023
26	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for modifications to Arun House to provide a Satellite site for Queen Elizabeth II Silver Jubilee School, Horsham	October 2023
27	Assistant Director (Communities) (Emily King)	Children and Young People Domestic Abuse Outreach Service	August 2023
28	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment	October 2023
29	Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)	Procurement: Central Buying Consortium (CBC) Library Book and Audio Visual (AV) Framework	September 2023
30	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Investment Scheme	August 2023
30	Director of Place Services (Lee Harris)	Award of Design and Build contract at the Halewick Lane Battery Storage site	August 2023
31	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	West Sussex Statement of Community Involvement (fourth review)	October 2023
32	Assistant Director (Property and Assets) (Andrew Edwards)	Decarbonisation Plan Implementation Programme (Phase 1a) Contract Awards	October 2023
33	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Property and Assets (Rolling Entry)	Between April 2023 and March 2024
33	Assistant Director (Property and Assets) (Andrew Edwards)	Procurement and Award of Contract: Corporate Grounds Maintenance	August 2023
34	Cabinet	Performance and Resources Report - Quarter 1 2023/24	September 2023

35	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Infrastructure Asset Management Strategy and Policy	August 2023
36	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	August 2023
37	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	August 2023
38	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Funding for the installation of Electric Vehicle Chargepoints	August 2023
39	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Maintenance Delivery Contract Framework Procurement Lots 4 - 6	August 2023
40	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan	September 2023
41	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Improvements to signage associated with Tactical Diversion Routes around the M23	September 2023
42	Assistant Director (Highways, Transport and Planning) (Matt Davey)	A259 Bognor Regis to Littlehampton Corridor enhancement scheme - submission of Outline Business Case	October 2023
43	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Award of Contract: Worthing Railway Approach Public Realm Scheme	October 2023

Leader

None

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.

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

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	11 April 2023
Month	August 2023
Consultation/ Representations	<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>
Background documents (via website)	None
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Provision of Domestic Abuse Housing Support Services in West Sussex

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 1st 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.

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.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	3 March 2023
Month	August 2023
Consultation/ Representations	Stakeholder consultation and Market Engagement event held. 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
Lead officer (report author)	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel: 033 022 26050

Hospital Discharge Care Services (Adults)

The Director of Adults and Health will be asked for a decision on the commissioning of Hospital Discharge social care initiatives to support people who are medically ready to be discharged from hospital and require the support of ongoing health and social care services.

The NHS Sussex Integrated Care System (ICS) is a partnership that brings together NHS organisations and local authorities, including West Sussex County Council, to plan services across geographical areas. The County Council, working together with the Integrated Care Board and as part of the ICS has developed a plan for the commissioning of hospital discharge care which would utilise ICB and County Council discharge funding to commission the services required to support people's discharge from hospital.

A decision will be required to confirm the proposed process for commissioning the provision, considering the existing contractual arrangements for hospital discharge services and demand for additionality to support the system at pressured periods.

The intention is to ensure there will be sufficient services in place over the next eighteen months to continue facilitating individuals' discharge from hospitals in a time-efficient way and to support people to return home where possible in line with our strategic objectives and intentions. The plan will also support the partnership working between the County Council and its health partners across the NHS.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	30 June 2023
Month	August 2023
Consultation/ Representations	Extensive stakeholder consultation, including interviews with frontline staff, customer surveys, soft-market testing, and workshops. Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Community Reablement Service Contract Extension

West Sussex County Council has a contract with Essex Cares Limited (ECL) for the provision of Community Reablement Services. Reablement is the term to describe services to support residents following a change in ability, most likely due to a medical condition or episode. A Community Reablement Service is essential to prevent people requiring longer term support, enabling people to retain/regain independence and remain at home.

The existing service expires on 30th November 2023. It is intended that a single tender waiver be agreed for ECL to continue to provide the Community Reablement Service for a further 16 months (until 31st March 2025). This is to allow the additional time required for the optimum decision to be made on the commissioning strategy for this category of services. This is related to the complexity of the work that is currently being undertaken through the Integrated Intermediate Care Programme, which has the potential to optimise budgets and maximise use of collective health and social care resources to reduce duplication and unnecessary delays to care and support related to this category of services.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	30 June 2023
Month	August 2023
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Chris Jones Tel: 0330 022 28249
Contact	Erica Keegan Tel: 033 022 26050

Community Based Social Support and Day Services Contract Arrangements

Promoting the independence of adults with support needs through preventative and early intervention is a key driver of the adult social care strategy to support more people to stay in their own homes, find employment, explore community solutions as well as offering day service opportunities.

key decision [AH02 19/20](#) approved the procurement of Community Based Social Support Services and delegated authority to the Director of Adults and Health to agree to future extensions of the contract up to a maximum contract period. The contract began on 1st April 2020, to run for an initial three years until 31st March 2023, with the option to extend for a further 4 years, to a maximum of 7 years until 31st March 2027.

The contract awarded was divided into 2 Lots (Independent Living and Supported Employment) with each Lot awarded independently of each other. Both Lots were awarded to The Aldingbourne Trust.

The Director of Adults and Health will be asked to approve to extend both Lot 1 and Lot 2 contracts for a further six months of the up to 4-year extension provision allowed for in the contract to 30th June 2024.

Learning disability day services are delivered through contracts with 9 independent organisations. The Director of Adults and Health is also asked to direct award the learning disability day service and volunteering contracts from 31st December 2023 to 30th June 2024 at a reduced value, negotiated directly with providers, based on current in year performance against contracted capacity and attendance.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	2 August 2023
Month	August 2023
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Lucie Venables
Contact	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 1st 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.

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	28 March 2023
Month	September 2023
Consultation/ Representations	<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>
Background documents (via website)	None
Lead officer (report author)	Mark Greening Tel: 033 022 23758
Contact	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 1st April 2024.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	28 March 2023

Month	December 2023
Consultation/ Representations	<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>
Background documents (via website)	None
Lead officer (report author)	Mark Greening Tel: 033 022 23758
Contact	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.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	11 April 2023

Month	March 2024
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
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Children and Young People, Learning and Skills

Children and Young People portfolio

Children and Young People portfolio

Award of contract for refurbishment of Contact Centre at Orchard House Children's Home	
<p>Orchard House children's home in Cuckfield is part of the County Council's Residential Service. The buildings at the site provide a range of services including court-ordered supervised contact between children and families.</p> <p>The Cabinet Member for Children and Young People approved the allocation of funding for remodelling the wider Orchard House site and the launch of two separate procurement processes to undertake the works, with the refurbishment of the contact centre being one of these tender opportunities (decision CYP04(21/22) refers)</p> <p>The Cabinet Member also delegated authority for the award of the contracts to carry out the works. Therefore, on completion of the procurement process the Director of Children, Young People and Learning will be requested to approve the award of a contract to carry out the refurbishment of the contact centre to the successful provider.</p>	
Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	13 April 2022
Month	August 2023
Consultation/ Representations	<p>Finance Legal Procurement</p> <p>Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken.</p>

Background documents (via website)	Cabinet Member Decision CYP04(21/22)
Lead officer (report author)	Eleni Zikou Tel: 07709718446
Contact	Wendy Saunders Tel: 033 022 22553

Learning and Skills Portfolio

Allocation of Funding for 2023-24 Holiday Activities and Food Programme	
<p>The Department for Education (DfE) has provided every local authority in England funding to coordinate the provision of free holiday activities, to include healthy food and a range of enrichment activities for children eligible for benefits related free school meals. The funding is to cover provision for the Easter, summer and Christmas Holidays covered by the period of the financial year 2023-24.</p> <p>Market engagement with suitable providers has been undertaken and expressions of interest have been sought to offer Holiday Activities and Food services during the main school holidays occurring through the period of the financial year 2023-24.</p> <p>The Assistant Director (Education and Skills) will be asked to approve the award of grant funding to successful organisations in advance of each of the holiday periods.</p>	
Decision by	Interim Assistant Director (Education and Skills)
Date added	25 May 2023
Month	August 2023
Consultation/ Representations	<p>Potential HAF providers including schools, colleges, sports clubs and childcare providers.</p> <p>Representations concerning this proposed decision can be made to the Assistant Director (Education and Skills), via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Lead officer (report author)	Andrew Jenkins
Contact	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.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	26 July 2022
Month	August 2023
Consultation/ Representations	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
Background documents (via website)	None
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	

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	August 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)	
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	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.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	12 August 2022
Month	August 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)	
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	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.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	11 January 2021
Month	August 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
Lead officer (report author)	Liam Hayward Tel: 033 022 22002
Contact	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.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	3 October 2022
Month	August 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
Lead officer (report author)	Katerina Evans-Makrakis Tel: 07597 526870
Contact	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.

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

Award of Contracts for Provision of Adult Skills Programmes

Adult learning is a non-statutory provision, externally funded via the Department for Education through the Education Skills Funding Agency (ESFA). The County Council receive a total £3.1m Adult Education Budget each year from the ESFA which funds the provision of learning for adults to obtain skills or qualifications and/or enhance their wellbeing.

In March 2023 the Cabinet Member for Learning and Skills approved the commencement of an open procurement process to secure contracts with multiple providers to deliver adult skills programmes. The Cabinet Member also delegated authority to the Assistant Director (Education and Skills) to award contracts to successful providers (decision [LS10\(22/23\)](#) refers).

This summer, providers will be invited to bid for funding from the Adult Skills element of the budget for contracts across 13 targeted lots totalling a value of up to £1.3m

On conclusion of the procurement the Assistant Director (Education and Skills) will be asked to award the contracts to the successful providers for an initial 3-year period 2023 – 2026.

Decision by	Interim Assistant Director (Education and Skills)
Date added	9 June 2023
Month	August 2023
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the Assistant Director (Education and Skills) via the officer contact, by the beginning of the month in which the decision is due to be taken
Background documents (via website)	None
Lead officer (report author)	Derry Richardson Tel: 033022 27652
Contact	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.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	14 March 2023
Month	September 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)	
Lead officer (report author)	Ben Barnes Tel: 07355 023408
Contact	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.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	27 October 2022
Month	September 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

Lead officer (report author)	Matthew Wakefield Tel: 07597 528007
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of Capital Funding to create increased provision for girls' changing at St Andrew's CE High School, Worthing

In October 2020, following a public consultation, the proposal to alter St Andrew's CE High School for Boys, Worthing to a co-educational school from September 2021 entry was confirmed ([Decision ES08\(20/21\)](#) refers).

Following the change in 2021, the number of girls attending St Andrew's CE High School is increasing and therefore a further increase to changing provision is required to ensure adequate provision for girls. As St Andrew's CE High School is a Voluntary Aided School and the County Council do not own the freehold of the building, it has been agreed that the project can be delivered as a school managed project. The Governing Body has appointed consultants who are currently undertaking the design work for the proposed scheme.

Following detailed design and associated cost estimates the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the budget required and the passporting of funds to St Andrew's CE High School to deliver the extension to girls' changing facilities.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	28 July 2023
Month	September 2023
Consultation/ Representations	School Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, 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
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 0330 022 22553

**Creation of Sixth Form provision at St Oscar Romero Catholic School, Worthing
- Determination of Statutory Proposals**

St Oscar Romero Catholic School currently offers provision for 11–16-year-olds. The Governors of the school propose to extend the age range to 11-18 through [creation of a sixth form](#), commencing in September 2024.

In accordance with [Department for Education \(DfE\) guidance](#) for the addition of a sixth form the governors published formal statutory proposals for a four week period seeking representations from stakeholders on the proposals.

Following assessment of any representations received the Director of Children, Young People and Learning will be asked to determine whether the creation of a sixth form at St Oscar Romero school should proceed.

Decision by	Interim Assistant Director (Education and Skills)
Date added	2 August 2023
Month	September 2023
Consultation/ Representations	Parents and carers, pupils and staff and a wide range of other stakeholders including primary and secondary schools, and colleges. Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken
Background documents (via website)	None
Lead officer (report author)	Tracey Dunn Tel: 033 022 23048
Contact	Wendy Saunders Tel: 033 022 22553

Commissioning of College Alternative Provision for Key Stage 4 Learners

The County Council currently commissions the Chichester College Group to deliver education provision for Key Stage 4 pupils aged 14-16, whose educational and developmental needs are deemed to be better suited and supported through a more vocationally based curriculum.

The package of provision, procured in 2021 (decision [OKD11\(21/22\)](#) refers), is known as 'Freshstart' and is delivered across selected campuses constituting the Chichester College Group (CCG).

Building on the success of the service to date, it is proposed to continue to commission CCG to offer this provision for a further year. The Director of Children, Young People and Learning will be asked to approve the award of a contract to the Chichester College Group for the continuation of the provision of services under the 'Freshstart' programme.

Decision by	Interim Assistant Director (Education and Skills)
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Date added	10 August 2023
Month	September 2023
Consultation/ Representations	West Sussex schools with a current Key Stage 4 provision Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	
Lead officer (report author)	Andrew Jenkins
Contact	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.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	28 March 2023
Month	October 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
Lead officer (report author)	Ben Barnes Tel: 07355 023408
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for modifications to Arun House to provide a Satellite site for Queen Elizabeth II Silver Jubilee School, Horsham

In March 2023 the Cabinet Member for Learning and Skills approved the budget required to enable the phased establishment of a satellite site to Queen Elizabeth II Silver Jubilee school (QE2) to provide additional pupil places (decision [LS11 \(22/23\)](#) refers). The County Council's Multi-Disciplinary Consultant (MDC) has been appointed to undertake the full design of the satellite site. The new accommodation will provide up to an additional 60 places increasing the current school's capacity for 15-19yr olds, from the current 120 to 180 planned places.

The Cabinet Member also approved the delegation of authority to the Assistant Director (Property and Assets) to commence a procurement process and enter into a construction contract or contracts with the successful tenderer or tenderers to carry out the work.

A procurement process is being undertaken and, following completion, the Assistant Director (Property and Assets) will be asked to approve the award of contract for the phased establishment of the satellite site to QE2 school.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	14 July 2023
Month	October 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
Lead officer (report author)	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 553

Community Support, Fire and Rescue

Children and Young People Domestic Abuse Outreach Service

West Sussex County Council has been allocated £1,498,174 from Department for Levelling Up, Housing and Communities (DLUHC) to respond to the duties that have been placed on the council under the Domestic Abuse Act 2021. The Cabinet Member for Adults Services delegated authority to the Assistant Director (Communities) to approve appropriate funding allocations ([Key decision AS03 21/22 refers](#)).

This service is for children and young people residing in West Sussex, aged 5-18 (or up to 25 where the young person has care leaver status or additional needs) who are victims of Domestic Abuse (DA) as defined by the Domestic Abuse Act 2021. Children and young people are deemed to be victims under the 2021 Act as a result of seeing, hearing or otherwise experiencing DA between two people where the child is related to at least one of them whether that be the victim or perpetrator

The Assistant Director (Communities) has approved the procurement of the Children and Young People Domestic Abuse Outreach Service and will be asked to award the contract to the successful bidder that meets the principles of good outcomes, quality of service and value for money.

The new contract is to be in place by the end of 2023. The initial term of the new contract will be for 3 years with the option to extend for up to a further 2 years. The contract will be paid for 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.

Decision by	Assistant Director (Communities) (Emily King)
Date added	30 June 2023
Month	August 2023
Consultation/ Representations	No consultees currently identified 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
Lead officer (report author)	Jim Bartlett Tel: Mobile: 07548 125813
Contact	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 consisting of West Sussex Fire and Rescue Service, East Sussex Fire Authority, Surrey Fire and Rescue Service and Kent and Medway Fire and Rescue Authority.

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.

The procurement will utilise a National Fire Chiefs Council (NFCC) endorsed Framework Agreement with each organisation entering into its own call-off agreement for the provision of equipment and support services. The estimated total contract value for West Sussex is £1.7m based on a 10-year contract.

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 4F leads.

Decision by	Chief Fire Officer (Sabrina Cohen-Hatton)
Date added	20 April 2023
Month	October 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
Lead officer (report author)	James Skilling Tel: 033 022 25432
Contact	Erica Keegan Tel: 033 022 26050

Procurement: Central Buying Consortium (CBC) Library Book and Audio Visual (AV) Framework

West Sussex County Council (WSSCC) is the lead authority for library books and other library services, on behalf of the CBC. The CBC Library Group consists of 19 of the CBC members and a further 36 Associated member Local Authorities. The current CBC Library Book and AV Framework is due to expire in March 2024 and the CBC Library Group has requested that the Framework is renewed for up to a further four years.

The Associate members pay a management fee to WSSCC of 1% of all spend. The latest figures show this as £60,000 per annum.

The Framework will be available for the provision of:

- Adult fiction library books
- Adult non-fiction and reference library books
- Children’s library books
- DVDs and CDs

It is proposed that WSSCC continues to lead on procuring this requirement for the CBC Library Group and managing the contracts when awarded.

The Cabinet Member for Community Support, Fire and Rescue will be asked to endorse the reprocurement of the Central Buying Consortium Library Book and Audio Visual Framework for up to a further four years from 01 April 2024 to 31 March 2028 and to delegate to the Assistant Director (Communities) the authority to award contracts as required.

Decision by	Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)
Date added	17 August 2023
Month	September 2023
Consultation/ Representations	No consultees identified 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
Lead officer (report author)	Linda Jones Tel: 033 022 28559
Contact	Erica Keegan 033 022 26050

Environment and Climate Change

Energy Investment Scheme

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. This County Council fund will operate on a similar basis to the SALIX scheme which has been used successfully by the County Council for several years but is being wound down by the government.

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 from the County Council's capital programme.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	30 June 2023
Month	August 2023
Consultation/ Representations	Maintained schools and academies Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Daire Casey
Contact	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.

Decision by	Director of Place Services (Lee Harris)
Date added	11 April 2023

Month	August 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
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Judith Shore Tel: 033 022 26052

West Sussex Statement of Community Involvement (fourth review)

The Statement of Community Involvement (SCI) is a formal statement of the County Council's policy about how local communities and stakeholders can be actively, meaningfully and continuously involved in the preparation of local plans, and in the consideration of planning applications that the County Council is responsible for determining.

Planning regulations require that SCIs are reviewed every five years. The SCI (third review) was adopted in September 2018 and, therefore, a review is taking place.

Engagement on the contents of the third review of the SCI started in July and will end in September 2023, then the SCI will be amended as necessary and finalised.

The Cabinet Member for Environment and Climate Change will be asked to approve the Statement of Community Involvement as the County Council's most up-to-date statement on community involvement in planning matters.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	17 August 2023
Month	October 2023
Consultation/ Representations	Available for public comment for eight weeks from 28 July until 22 September 2023 Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None

Lead officer (report author)	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Decarbonisation Plan Implementation Programme (Phase 1a) Contract Awards

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 has identified, amongst its highest carbon-emitting assets, 14 that fulfil the requirements for external funding via the Public Sector Decarbonisation Fund and which could be delivered within the timeframes of the grant.

Funding was [approved](#) to progress Phase 1a of the County Council's Heat Decarbonisation Programme to detailed design and contractor procurement and the capital funding and commencement of the procurement process have been [approved](#).

Upon the conclusion of the procurement process, the Assistant Director (Property & Assets) will be asked to award contracts to enable the delivery of the Heat Decarbonisation works (Phase 1a).

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	2 August 2023
Month	October 2023
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Lydia Schilbach Tel: 033022 25832
Contact	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. 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.

Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	1 April 2023
Month	Between April 2023 and March 2024
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel: 033 022 22551

Procurement and Award of Contract: Corporate Grounds Maintenance

The Cabinet Member for Finance and Property has supported the commencement of an open procurement for the delivery of Grounds Maintenance Services. The scope of services covers various sites, including West Sussex libraries, fire Stations, storage depots and family and youth centres. West Sussex Schools are able to access the services on request.

The contract is in fulfilment of the County Council’s statutory duty under section 3 of the Local Government Act 1999 and the procurement will also seek to drive service improvement and efficiency across the Council’s estate. Core services include general grounds maintenance, upkeep of grassed areas, hedges, shrub and rose bed areas and planting of annual bedding.

The Assistant Director (Property and Assets) will be asked to agree the award of the contract to the bidder submitting the most economically advantageous tender in terms of cost and quality.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	4 May 2023

Month	August 2023
Consultation/ Representations	None 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
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Suzannah Hill Tel: 033 022 22551

Performance and Resources Report - Quarter 1 2023/24

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.

Decision by	Cabinet
Date added	14 July 2023
Month	September 2023
Consultation/ Representations	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.
Background documents (via website)	None
Lead officer (report author)	Fiona Morris Tel: 033 022 23811
Contact	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.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	27 October 2022
Month	August 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
Lead officer (report author)	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

**Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards
(Rolling Entry)**

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.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	21 March 2023
Month	August 2023
Consultation/ Representations	<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>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
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	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.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	21 March 2023
Month	August 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
Lead officer (report author)	Simon Osborne Tel: 033 022 26351
Contact	Judith Shore Tel: 033 022 26052

Funding for the installation of Electric Vehicle Chargepoints

In December 2019, the County Council published its [Electric Vehicle \(EV\) Strategy](#) outlining its ambitions for supporting electric vehicle adoption across the county. Subsequently, the County Council, Arun District Council, Adur and Worthing Councils, Crawley Borough Council, Horsham District Council and Mid Sussex District Council [appointed](#) a chargepoint operator (Connected Kerb) to install and operate EV chargepoints on a 100% concession basis.

In December 2022, the Cabinet Member for Highways and Transport [approved](#) the addition of £1.804m capital On-Street Residential Chargepoint Scheme grant funding to the capital programme for the purpose of installing EV chargepoints in West Sussex.

Further funding has now been secured, over £5million, from the On-Street Residential Chargepoint Scheme of the Office of Zero Emission Vehicles (OZEV) and Local Electric Vehicle Infrastructure (LEVI) to deliver up to 1000 chargepoints across West Sussex and an additional 200 passive chargepoints that can be activated when demand increases. The grant contributes up to 60% of the installation costs, with the remaining 40% of installation costs being funded by Connected Kerb. The chargepoints will be installed on-street (subject to the Traffic Regulation Order process) and within district/borough council car parks.

The Cabinet Member for Highways and Transport will be asked to approve the allocation of funding to the capital programme for the purpose of installing Electric Vehicle chargepoints in West Sussex.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	9 June 2023
Month	August 2023
Consultation/ Representations	There will be a public consultation 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
Lead officer (report author)	Andy Ekinsmyth Tel: 033 022 26687
Contact	Judith Shore Tel: 033 022 26052

Highway Maintenance Delivery Contract Framework Procurement Lots 4 - 6

In November 2019, the county council [approved](#) the award of four-year framework agreements for the delivery of highways capital maintenance services.

The frameworks terminate at the end of March 2024. Following review of the performance of the current frameworks it is considered appropriate to undertake a procurement process for new frameworks for Lots 4, 5 and 6 with a start date of April 2024.

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

1. approve the procurement process for Lots 4, 5 and 6 framework agreements for the delivery of capital highways work
2. delegate authority to the Assistant Director (Highways, Transport and Planning) to finalise the terms of and award the highway framework agreements Lots 4, 5, 6 at the conclusion of the procurement process in accordance with the County Council's Standing Orders on Procurement and Contracts.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	15 June 2023
Month	August 2023
Consultation/ Representations	<p>Internal review and extensive industry engagement has been undertaken to understand the benefits of the proposed approach and the industry appetite.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan

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

The ambitions are being delivered through an Enhanced Partnership between the Council and local bus companies.

The grant funding is available until 31 March 2025 by when the ambitions will have to be delivered. The [BSIP Spending Plan](#) was approved in January 2023 and includes both revenue funded service improvements and capital highways schemes. Variations to the spending plan are required in addition to the inclusion of additional Bus Services Improvement Plan (BSIP) revenue funding which has recently been awarded to the County Council.

The Cabinet Member for Highways and Transport will be asked to approve the application of the additional BSIP revenue funding and revisions to priorities in the Enhanced Partnership Spending Plan.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	10 August 2023
Month	September 2023
Consultation/ Representations	Bus Operators Crawley Borough Council DfT Relationship Manager Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Improvements to signage associated with Tactical Diversion Routes around the M23

Tactical diversion routes can be used for unplanned emergency purposes (incidents), or for planned works (e.g., overnight maintenance).

On 1 June 2023, National Highways provide funds for the County Council to carry out extensive improvements to the directional signage along the tactical diversion routes associated with those sections of the M23 that lie within West Sussex.

The funding for this project is in place until 31 March 2025.

The aim of the project is to improve the tactical diversion route signage around junctions 9, 10, 10a and 11 of the M23. Improvements will be made to other signage where the work can be undertaken whilst traffic management measures are in place for the planned diversion route works.

Upon the conclusion of the procurement process, the Cabinet Member for Highways and Transport will be asked to confirm the capital allocation and award contracts to undertake the necessary works.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	17 August 2023
Month	September 2023
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Stephen Douglas Tel: 033 022 26365
Contact	Judith Shore Tel: 033 022 26052

**A259 Bognor Regis to Littlehampton Corridor enhancement scheme -
submission of Outline Business Case**

The A259 Bognor Regis to Littlehampton Corridor enhancement scheme involves improvement to a series of key junctions along the corridor, including junction capacity, active travel and bus priority provisions. It was identified as a priority scheme in the [Strategic Transport Investment Programme](#) by the County Council in 2019/20 and considered as one of the top ten priority schemes in the South East by Transport for the South East.

The proposed scheme involves improvement to a series of key junctions along the corridor, including junction capacity, non-motorised and bus users' infrastructure provisions and was subject to a public consultation in summer 2021.

The Department for Transport (DfT) approved the Strategic Outline Case in autumn 2021 and, in March 2022, the Cabinet Member for Highways and Transport [authorised](#) the Assistant Director (Highways, Transport and Planning) to prepare and submit the Outline Business Case (OBC) to the DfT.

Following two public consultations, the Cabinet Member for Highways and Transport [confirmed](#) the preferred scheme in summer 2023.

The Assistant Director (Highways, Transport and Planning) will be asked to submit the Outline Business Case to the Department for Transport.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	10 August 2023
Month	October 2023
Consultation/ Representations	Public consultation completed in April 2023 Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Hiong Ching Hii Tel: 033 022 22636
Contact	Judith Shore Tel: 033 022 26052

Public Health and Wellbeing

None.

Support Services and Economic Development

Award of Contract: Worthing Railway Approach Public Realm Scheme

The Worthing Growth Programme (2017) identified a Worthing Public Realm Improvements programme in Worthing town centre to support the revival of the local economy by improving the quality and accessibility of public areas connecting Worthing station, the town centre and the seafront. Public consultation on the proposed scheme was undertaken in April 2021.

The Cabinet Member for Support Services and Economic Development endorsed progression of the scheme in April 2023 ([Ref: SSED05 22-23](#)).

The Assistant Director for Highways, Transport and Planning will be asked to award a contract for the construction of the Worthing Railway Approach public realm scheme and approve any required changes to parking enforcement (subject to a pending Traffic Regulation Order consultation).

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	17 August 2023
Month	October 2023
Consultation/ Representations	Public consultation was undertaken in 2021. No further consultees identified. 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
Lead officer (report author)	Stephen Reed Tel: 033 022 27328
Contact	Suzannah Hill Tel: 033 022 22551