

# 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: 9 October 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              | Leader (Cllr Paul Marshall)  | Future Visitor Economy Arrangements  | October 2023  |
| 6              | Director of Adults and Health (Alan Sinclair)  | Award of Contracts for Hospital Discharge Care Services (Adults)   | October 2023  |
| 7              | Cabinet Member for Adults Services (Cllr Amanda Jupp)                                    | Procurement Commissioning of Care and Support at Home  | October 2023  |
| 8              | Director of Adults and Health (Alan Sinclair)  | Provision of Domestic Abuse Housing Support Services in West Sussex  | October 2023  |
| 9              | Director of Adults and Health (Alan Sinclair)  | Community Reablement Service Contract Extension  | October 2023  |
| 9              | Director of Adults and Health (Alan Sinclair)  | Minor Adaptations Contract   | January 2024  |
| 10             | Cabinet Member for Adults Services (Cllr Amanda Jupp)                                    | Carer Information, Advice Assessment and Support Service Procurement   | November 2023 |
| 11             | Director of Adults and Health (Alan Sinclair)  | Award of Contract Carer Information, Advice Assessment and Support Service   | December 2023 |
| 12             | Director of Adults and Health (Alan Sinclair)  | Award of Contract Care and Support at Home Services  | March 2024    |
| 13             | Cabinet Member for Adults Services (Cllr Amanda Jupp)                                    | Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism                  | November 2023 |
| 14             | Director of Adults and Health (Alan Sinclair)  | Contract Award - Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism | April 2024    |
| 15             | Director of Children, Young People and Learning (Lucy Butler)                            | Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services  | December 2023 |
| 16             | Assistant Director (Property and Assets) (Andrew Edwards)                                | Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley  | October 2023  |
| 17             | Assistant Director (Property and Assets) (Andrew Edwards)                                | Allocation of S106 funding to enable expansion of The Holy Trinity CE Secondary School, Crawley  | October 2023  |
| 18             | Assistant Director (Property and Assets) (Andrew Edwards)                                | Award of contract for construction of an All Weather Pitch at The Forest School, Horsham   | October 2023  |
| 19             | 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                            | October 2023  |
| 19             | Assistant Director (Property and Assets) (Andrew Edwards)                                | Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School                                  | October 2023  |
| 20             | 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                | October 2023  |

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| 21 | Interim Assistant Director (Education and Skills) (Steve Nyakatawa)                      | Commissioning of College Alternative Provision for Key Stage 4 Learners   | October 2023                      |
| 22 | 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                      |
| 23 | 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                      |
| 24 | Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell) | Proposed Change of Age Range to Incorporate Nursery Provision at Six West Sussex Schools  | December 2023                     |
| 25 | Assistant Director (Communities) (Emily King)  | Children and Young People Domestic Abuse Outreach Service   | October 2023                      |
| 26 | Chief Fire Officer (Sabrina Cohen-Hatton)  | West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment                             | October 2023                      |
| 27 | Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)                | Energy Reinvestment Scheme  | October 2023                      |
| 27 | Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)                | West Sussex Statement of Community Involvement (fourth review)  | October 2023                      |
| 28 | Assistant Director (Property and Assets) (Andrew Edwards)                                | Decarbonisation Plan Implementation Programme (Phase 1a) Contract Awards (Rolling Entry)  | October 2023                      |
| 29 | Assistant Director (Environment and Public Protection) (Wayne Lewis)                     | Contract Award - Solar Photovoltaic and Battery Storage Programme   | December 2023                     |
| 30 | Assistant Director (Environment and Public Protection) (Wayne Lewis)                     | Award of Design and Build contract at the Halewick Lane Battery Storage site  | March 2024                        |
| 31 | Cabinet Member for Finance and Property (Cllr Jeremy Hunt)                               | Property and Assets (Rolling Entry)   | Between April 2023 and March 2024 |
| 31 | Assistant Director (Property and Assets) (Andrew Edwards)                                | Awards to Contractors Framework Agreement   | October 2023                      |
| 32 | Cabinet  | Performance and Resources Report - Quarter 2 2023/24  | October 2023                      |
| 33 | Assistant Director (Highways, Transport and Planning) (Matt Davey)                       | Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)   | October 2023                      |
| 34 | Cabinet Member for Highways and Transport (Cllr Joy Dennis)                              | Streetlighting LED Conversion Project   | October 2023                      |

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| 35 | Cabinet Member for Highways and Transport (Cllr Joy Dennis)        | Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)   | October 2023  |
| 36 | Cabinet Member for Highways and Transport (Cllr Joy Dennis)        | Improvements to signage associated with Tactical Diversion Routes around the M23   | October 2023  |
| 37 | Assistant Director (Highways, Transport and Planning) (Matt Davey) | Highway Infrastructure and Asset Condition Surveys: Award of Contracts   | October 2023  |
| 37 | Assistant Director (Highways, Transport and Planning) (Matt Davey) | Contract award for a new bus service in Burgess Hill   | November 2023 |
| 38 | Director of Public Health (Alison Challenger)                      | West Sussex Wellbeing Programme: county-wide provision to support people to improve their strength and balance to reduce risk of falls | December 2023 |
| 39 | Assistant Director (Highways, Transport and Planning) (Matt Davey) | Award of Contract: Worthing Railway Approach Public Realm Scheme   | October 2023  |

# Leader

## Future Visitor Economy Arrangements

The visitor economy is important for the County Council and for the wider West Sussex economy, with over 37,000 jobs supported by the sector and a pre-pandemic value of £2billion. The sector also plays an important role in attracting workforce, inward investment and business retention, and in contributing to residents’ health and wellbeing. This is reflected in [Our Council Plan](#) and the [Economy Plan 2020—2024](#).

There is a range of national and local drivers of change to inform future arrangements to support the visitor economy, working with partners across the county. These include Visit England’s introduction of ‘[Local Visitor Economy Partnerships](#)’, the developing [pan-Sussex collaboration](#) and the ending of the [Experience West Sussex](#) partnership in March 2024.

The Leader will be asked to endorse the future visitor economy arrangements for West Sussex through a pan-Sussex approach with East Sussex County Council and Brighton & Hove City Council and approve the County Council’s role and funding arrangements.

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| <b>Decision by</b>                           | Leader (Cllr Paul Marshall)  |
| <b>Date added</b>                            | 11 September 2023  |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/<br/>Representations</b>     | No consultees currently identified.<br><br>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><br>(via website) | None   |
| <b>Lead officer<br/>(report author)</b>      | Carolyn Carr Tel: 033 022 23836  |
| <b>Contact</b>                               | Suzannah Hill Tel: 033 022 22551   |

## Adults Services

### Award of Contracts for Hospital Discharge Care Services (Adults)

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 (ICB) and as part of the ICS has developed a plan for the commissioning of hospital discharge care to commission services which will support people who are medically ready to be discharged from hospital and requiring the support of ongoing health and social care services. The plan includes the commissioning of contracts for additional hospital discharge focused social care services which will be funded by the ICB.

As part of a [separate decision process](#) approval is being sought to procure provision 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.

Following conclusion of the procurement process the Director of Adults and Health will be asked to approve the award of contracts to the successful providers.

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| <b>Decision by</b>                           | Director of Adults and Health (Alan Sinclair)   |
| <b>Date added</b>                            | 1 September 2023  |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/<br/>Representations</b>     | No consultees currently identified.<br><br>Representations concerning this proposed decision can be made via the officer contact. |
| <b>Background documents</b><br>(via website) | None  |
| <b>Lead officer<br/>(report author)</b>      | Edward Armstrong Tel: 033 022 27653   |
| <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.

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| <b>Decision by</b>                           | Cabinet Member for Adults Services (Cllr Amanda Jupp)   |
| <b>Date added</b>                            | 11 April 2023   |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/<br/>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><br>(via website) | None  |
| <b>Lead officer (report author)</b>          | Juliette Garrett Tel: 033 022 23748   |
| <b>Contact</b>                               | 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 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.

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.

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| <b>Decision by</b>                            | Director of Adults and Health (Alan Sinclair)  |
| <b>Date added</b>                             | 3 March 2023   |
| <b>Month</b>                                  | October 2023   |
| <b>Consultation/<br/>Representations</b>      | Stakeholder consultation and Market Engagement event held.<br><br>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<br/>(via website)</b> | None   |
| <b>Lead officer<br/>(report author)</b>       | Sarah L Leppard Tel: 0330 022 23774  |
| <b>Contact</b>                                | 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 30<sup>th</sup> 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 31<sup>st</sup> 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.

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

### Minor Adaptations Contract

West Sussex County Council has a contract with Concept Design Solutions for the provision of Minor Adaptations. Minor Adaptations are legislated for under the Care Act 2014 and their provision can help local authorities undertake urgent and smaller-scale adaptations more quickly. The existing service expires on 31 March 2024. The Director of Adults and Health has initiated a full procurement process which will be undertaken to reprocur the service with effect from 1 April 2024.

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| <b>Decision by</b> | Director of Adults and Health (Alan Sinclair) |
| <b>Date added</b>  | 28 September 2023                             |
| <b>Month</b>       | January 2024                                  |

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| <b>Consultation/<br/>Representations</b>     | <p>Consultation is undertaken through the commissioning and procurement activity related to the Minor Adaptations Service.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p> |
| <b>Background documents</b><br>(via website) | None   |
| <b>Lead officer (report author)</b>          | Chris Jones Tel: 0330 022 28249  |
| <b>Contact</b>                               | Erica Keegan Tel: 033 022 26050  |

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|---|---|
| <b>Carer Information, Advice Assessment and Support Service Procurement</b>   |   |
| <p>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.</p> |   |
| <b>Decision by</b>  | Cabinet Member for Adults Services (Cllr Amanda Jupp)   |
| <b>Date added</b>   | 28 March 2023   |
| <b>Month</b>  | November 2023   |
| <b>Consultation/<br/>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><br>(via website)  | 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 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.

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|---|---|
| <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/<br/>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<br/>(via website)</b> | None  |
| <b>Lead officer<br/>(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.

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| <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/<br/>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><br>(via website) | None   |
| <b>Lead officer (report author)</b>          | Juliette Garrett Tel: 033 022 23748  |
| <b>Contact</b>                               | Erica Keegan Tel: 033 022 26050  |

**Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism**

West Sussex County Council (WSCC) set up day service contracts in 2015 with independent organisations to provide day services for adults with Learning Disabilities and/or Autism. The current contracts with the County Council are in their final year of and need to be re-tendered. Much has changed since the contracts were set up and Commissioners have reviewed the model of Day, Employment and Volunteering Services and whether this continues to best meet individuals' needs.

The intention is that the outcome will be co-designed, community-based interventions that raise aspiration, encourage independence and healthy active lives. The process will also consider how commissioned services link in to and complement the Council's directly provided services.

The Cabinet Member for Adults Services will be asked to approve the commencement of a tender process to re-commission new services, to begin service delivery on 1 July 2024 and delegate authority to the Director of Adults and Health to award the contract (s).

The procurement will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

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|---|---|
| <b>Decision by</b>                        | Cabinet Member for Adults Services (Cllr Amanda Jupp)   |
| <b>Date added</b>                         | 9 October 2023  |
| <b>Month</b>                              | November 2023   |
| <b>Consultation/ Representations</b>      | <p>Extensive consultation and engagement have taken place:</p> <ul style="list-style-type: none"> <li>• Service user surveys were carried out on behalf of the Council by Impact Initiatives,</li> <li>• Discussion groups were facilitated as part of 3 Learning Disability Partnership Boards,</li> <li>• The Young Voices Group was attended.</li> <li>• Carer surveys were carried out and carer focus group meetings were attended,</li> <li>• Provider and staff survey were carried out,</li> <li>• The Learning Disability Provider forum was attended, and</li> <li>• 10 1:1 meetings with independent day service providers were held.</li> <li>• Early engagement notice published 8 August 2023 with feedback requested by 24 August 2023</li> </ul> <p>This consultation, engagement and feedback will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p> |
| <b>Background documents (via website)</b> | None  |

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|-------------------------------------|----------------------------------|
| <b>Lead officer (report author)</b> | Lucie Venables Tel: 07955 313325 |
| <b>Contact</b>                      | Erica Keegan Tel: 033 022 26050  |

**Contract Award - Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism**

West Sussex County Council (WSSCC) set up day service contracts in 2015 with independent organisations to provide day services for adults with Learning Disabilities and/or Autism. The current contracts with the County Council are in their final year of and need to be re-tendered. Much has changed since the contracts were set up and Commissioners have reviewed the model of Day, Employment and Volunteering Services and whether this continues to best meet individuals' needs.

The intention is that the outcome will be co-designed, community-based interventions that raise aspiration, encourage independence and healthy active lives. The process will also consider how commissioned services link in to and complement the Council's directly provided services.

Following the approval of a tender process to re-commission new services by the Cabinet Member for Adults Services the Director of Adults and Health will be asked to award the contract (s) to the successful bidder, following the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

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| <b>Decision by</b>                   | Director of Adults and Health (Alan Sinclair)  |
| <b>Date added</b>                    | 9 October 2023   |
| <b>Month</b>                         | April 2024   |
| <b>Consultation/ Representations</b> | <p>Extensive consultation and engagement have taken place:</p> <ul style="list-style-type: none"> <li>• Service user surveys were carried out on behalf of the Council by Impact Initiatives</li> <li>• Discussion groups were facilitated as part of 3 Learning Disability Partnership Boards</li> <li>• The Young Voices Group was attended</li> <li>• Carer surveys were carried out and carer focus group meetings were attended</li> <li>• Provider and staff surveys were carried out</li> <li>• The Learning Disability Provider forum was attended, and</li> <li>• 10 1:1 meetings with independent day service providers were held</li> <li>• Early engagement notice published 8 August 2023 with feedback requested by 24 August 2023</li> </ul> <p>This consultation, engagement and feedback will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p> |

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|--|----------------------------------|
| <b>Background documents</b><br>(via website) | None                             |
| <b>Lead officer (report author)</b>          | Lucie Venables Tel: 07955 313325 |
| <b>Contact</b>                               | Erica Keegan Tel: 033 022 26050  |

## Children and Young People, Learning and Skills

### Children and Young People portfolio

Children and Young People portfolio

|   |   |
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| <b>Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services</b>  |   |
| <p>The County Council needs to source a range of services and educational placements including foster care and placements in residential homes and independent and non-maintained special schools.</p> <p>The process for obtaining these services from external providers is by using the Dynamic Purchasing System for Children's Placements and Other Support Services ("CPOSS DPS"). Using the DPS enables the Council to match a young person's needs with a suitable provider.</p> <p>The DPS was established in 2019 for a maximum period of seven years. The initial contract period for the DPS expired on 28th February 2022 and was extended for 2 years until 29th February 2024 (<a href="#">via OKD51 (21/22)</a>).</p> <p>The original contract allowed for further extension periods to reach the full seven year maximum term. Agreement will be sought from the Director of Children, Young People and Learning to extend the DPS for a further 2 years from 1st March 2024 – 28th February 2028.</p> |   |
| <b>Decision by</b>  | Director of Children, Young People and Learning (Lucy Butler)   |
| <b>Date added</b>   | 9 October 2023  |
| <b>Month</b>  | December 2023   |
| <b>Consultation/ Representations</b>  | <p>No consultees currently identified.</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(via website)  | None  |
| <b>Lead officer (report author)</b>   | Julie Lawrence Tel: 033 022 23816   |

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| <b>Contact</b> | Wendy Saunders Tel: 033 022 22553 |
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## Learning and Skills Portfolio

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| <b>Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley</b>   |   |
| <p>St Wilfrid's Catholic School in Crawley is currently a 5 form entry (5FE) 11-16 Secondary School. The school has grown in recent years to meet the demand for places, taking bulge classes of 30 pupils in each of the last three years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.</p> <p>It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.</p> <p>It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.</p> |   |
| <b>Decision by</b>   | Assistant Director (Property and Assets) (Andrew Edwards)   |
| <b>Date added</b>  | 12 August 2022  |
| <b>Month</b>   | October 2023  |
| <b>Consultation/ Representations</b>   | <p>Cabinet Member for Learning and Skills</p> <p>Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(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.

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| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)  |
| <b>Date added</b>                            | 12 August 2022   |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/<br/>Representations</b>     | Cabinet Member for Learning and Skills<br><br>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><br>(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.

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| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)  |
| <b>Date added</b>                            | 11 January 2021  |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/<br/>Representations</b>     | Procurement<br>Legal<br>Finance<br><br>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><br>(via website) | None   |
| <b>Lead officer (report author)</b>          | Liam Hayward Tel: 033 022 22002  |
| <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.

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| <b>Decision by</b>                           | Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)  |
| <b>Date added</b>                            | 14 March 2023   |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/ Representations</b>         | No consultees currently identified<br><br>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><br>(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.

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| <b>Decision by</b> | Assistant Director (Property and Assets) (Andrew Edwards) |
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| <b>Date added</b>                            | 27 October 2022  |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/<br/>Representations</b>     | No consultees currently identified.<br><br>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><br>(via website) | None   |
| <b>Lead officer<br/>(report author)</b>      | Matthew Wakefield Tel: 07597 528007  |
| <b>Contact</b>                               | 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.

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| <b>Decision by</b>                           | Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)   |
| <b>Date added</b>                            | 28 July 2023  |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/<br/>Representations</b>     | School<br><br>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 |
| <b>Background documents</b><br>(via website) | None  |

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| <b>Lead officer (report author)</b> | Leigh Hunnikin Tel: 033 022 23051  |
| <b>Contact</b>                      | Wendy Saunders Tel: 0330 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.

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| <b>Decision by</b>                           | Interim Assistant Director (Education and Skills) (Steve Nyakatawa)  |
| <b>Date added</b>                            | 10 August 2023   |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/ Representations</b>         | West Sussex schools with a current Key Stage 4 provision<br><br>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. |
| <b>Background documents</b><br>(via website) |  |
| <b>Lead officer (report author)</b>          | Andrew Jenkins   |
| <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.

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| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)   |
| <b>Date added</b>                            | 28 March 2023   |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/<br/>Representations</b>     | No consultees currently identified<br><br>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><br>(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 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.

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| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)   |
| <b>Date added</b>                            | 14 July 2023  |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/ Representations</b>         | 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><br>(via website) | None  |
| <b>Lead officer (report author)</b>          | Katerina Evans-Makrakis Tel: 07597 526870   |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 553   |

## Proposed Change of Age Range to Incorporate Nursery Provision at Six West Sussex Schools

Hawthorns Primary and Springfield Primary Schools in Worthing, Maidenbower Infants, Brook Infants and St Margaret's CE Primary in Crawley, and Slinfold CE Primary near Billingshurst, are all schools that cater for children aged four to eleven-year-olds and four to seven-year-olds. Each school has a pre-school nursery on their site offering provision for children aged between two and four years old, or three and four years old.

It is proposed that the current pre-school nursery provision is incorporated within the age range of the six maintained infant or primary schools, extending the age range by one or two years.

This age range change will assist in simplifying the transfer of the schools to become academies if they wish to become so in the future. The change also assists Ofsted by regularising how schools with nursery provision are categorised on the Department for Education '[Get Information About Schools](#)' database.

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

Following assessment of the outcome of the consultation, the Cabinet Member for Children and Young People, Learning and Skills will be asked to consider any representations received during the statutory notice period and take a decision whether to proceed with the proposed changes of age range.

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| <b>Decision by</b>                           | Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)  |
| <b>Date added</b>                            | 9 October 2023  |
| <b>Month</b>                                 | December 2023   |
| <b>Consultation/<br/>Representations</b>     | <p>Parents and carers from the school communities involved<br/>Governors, Leadership Team and Staff of the schools involved<br/>Schools Works Academy Trust Chief Executive<br/>Members of the public<br/>Diocese of Chichester and Diocese of Arundel and Brighton<br/>Local Members<br/>Worthing Borough Council, Horsham District Council, Crawley Borough Council<br/>Neighbouring Schools<br/>Local MPs</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(via website) | None  |
| <b>Lead officer (report author)</b>          | Vanessa Cummins Tel: 033 022 23046  |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553   |



## 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.

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| <b>Decision by</b>                           | Assistant Director (Communities) (Emily King)  |
| <b>Date added</b>                            | 30 June 2023   |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/<br/>Representations</b>     | No consultees currently identified<br><br>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><br>(via website) | None   |
| <b>Lead officer<br/>(report author)</b>      | Jim Bartlett Tel: Mobile: 07548 125813   |
| <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 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.

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| <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</b><br>(via website) | 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>Energy Reinvestment Scheme</b>  |   |
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| <p>The West Sussex Energy Reinvestment Scheme will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. 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.</p> <p>The Cabinet Member for Environment and Climate Change will be asked to approve the establishment of the Energy Reinvestment Scheme and the allocation of funds from the County Council's capital programme.</p> |   |
| <b>Decision by</b>   | Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)   |
| <b>Date added</b>  | 30 June 2023  |
| <b>Month</b>   | October 2023  |
| <b>Consultation/ Representations</b>   | <p>Maintained schools and academies</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p> |
| <b>Background documents</b><br>(via website)   | None  |
| <b>Lead officer (report author)</b>  | Daire Casey   |
| <b>Contact</b>   | Judith Shore Tel: 033 022 26052   |

| <b>West Sussex Statement of Community Involvement (fourth review)</b>   |  |
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| <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |  |

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| <b>Decision by</b>                           | Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)   |
| <b>Date added</b>                            | 17 August 2023  |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/ Representations</b>         | Available for public comment for eight weeks from 28 July until 22 September 2023<br><br>Representations concerning this proposed decision can be made to the decision maker via the report author. |
| <b>Background documents</b><br>(via website) | None  |
| <b>Lead officer (report author)</b>          | Rupy Sandhu Tel: 033 022 26454  |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052   |

#### **Decarbonisation Plan Implementation Programme (Phase 1a) Contract Awards (Rolling Entry)**

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).

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| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)  |
| <b>Date added</b>                            | 2 August 2023  |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/ Representations</b>         | No consultees currently identified<br><br>Representations concerning this proposed decision can be made to the decision maker via the report author. |
| <b>Background documents</b><br>(via website) | None   |

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| <b>Lead officer (report author)</b> | Lydia Schilbach Tel: 033022 25832 |
| <b>Contact</b>                      | Judith Shore Tel: 033 022 26052   |

**Contract Award - Solar Photovoltaic and Battery Storage Programme**

In December 2022, the Cabinet Member for Environment and Climate Change [approved](#) the procurement of a single supplier to survey, design, supply and install solar photovoltaic (PV) panel systems and 'Behind-the-Meter' (BTM) battery storage technology across suitable corporate and school sites and delegated authority to the Assistant Director (Environment and Public Protection) to award the contract.

The County Council is now seeking to identify a suitably qualified and interested organisation from the private, public and third (voluntary, community and charitable) sectors to undertake the work.

The Solar PV and Battery Storage Programme will support the County Council's commitment to becoming carbon neutral by 2030 as set out in the Climate Change Strategy 2020-2030.

It will also help meet the agreed priorities in the 2030 Energy Strategy by reducing grid electricity consumption, increasing renewable energy generation in the county, enhancing grid resilience, and reducing carbon dioxide emissions. In addition to electricity cost savings from the corporate sites, schools will also benefit from a reduction in electricity costs over 25 years.

Upon the conclusion of the procurement process, 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.

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| <b>Decision by</b>                        | Assistant Director (Environment and Public Protection) (Wayne Lewis)   |
| <b>Date added</b>                         | 20 September 2023  |
| <b>Month</b>                              | December 2023  |
| <b>Consultation/ Representations</b>      | No consultees currently identified<br><br>Representations concerning this proposed decision can be made to the decision maker via the report author. |
| <b>Background documents (via website)</b> | None   |
| <b>Lead officer (report author)</b>       | Emma Ford Tel: 033 022 22196   |
| <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.

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| <b>Decision by</b>                           | Assistant Director (Environment and Public Protection) (Wayne Lewis)  |
| <b>Date added</b>                            | 11 April 2023   |
| <b>Month</b>                                 | March 2024  |
| <b>Consultation/<br/>Representations</b>     | No consultees currently identified<br><br>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><br>(via website) | None  |
| <b>Lead officer (report author)</b>          | Emma Ford Tel: 033 022 22196  |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052   |

## Finance and Property

| <b>Property and Assets (Rolling Entry)</b>  |   |
|---|---|
| <p>The <a href="#">Council Plan</a> 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 <a href="#">Asset Management Policy and Strategy</a> that details how the Council’s Assets will be managed and developed to deliver against the targets within the Council Plan. An objective of the Asset Management Strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities. Decisions may be taken by the Cabinet, the Cabinet Member for Finance and Property or by the relevant Cabinet Member in relation to assets under the control of the County Council in accordance with the approved and published Asset Management Strategy.</p> |   |
| <b>Decision by</b>  | Cabinet Member for Finance and Property (Cllr Jeremy Hunt)  |
| <b>Date added</b>   | 1 April 2023  |
| <b>Month</b>  | Between April 2023 and March 2024   |
| <b>Consultation/<br/>Representations</b>  | <p>No consultees currently identified</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p> |
| <b>Background documents</b><br>(via website)  | None  |
| <b>Lead officer (report author)</b>   | Elaine Sanders Tel: 033 022 25605   |
| <b>Contact</b>  | Suzannah Hill Tel: 033 022 22551  |

### **Awards to Contractors Framework Agreement**

Key decision [ECR06 20/21](#) authorised a procurement exercise to establish a new Construction Framework Agreement to commence 01 September 2021 and run for a period of 4 years.

The Framework enables the council to efficiently procure various repair, maintenance and refurbishment works required across the corporate estate from a panel of suitably qualified contractors.

Authority was delegated to the (then entitled) Director Property and Assets to award the Framework Agreements and any call-off contracts as a result of mini-competitions run under the Framework.

The Assistant Director (Property and Assets) is now asked to approve the award of suitably qualified contractors to the Contractors Framework Agreement.

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| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)   |
| <b>Date added</b>                            | 18 September 2023   |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/<br/>Representations</b>     | Consultees: None currently identified<br><br>Representation can be made via the officer contact in the month prior to that in which the decision is due to be made. |
| <b>Background documents</b><br>(via website) | None  |
| <b>Lead officer<br/>(report author)</b>      | Neil Millin Tel: 0330 222 4786  |
| <b>Contact</b>                               | Suzannah Hill Tel: 033022 22551   |

### **Performance and Resources Report - Quarter 2 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.

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| <b>Decision by</b> | Cabinet           |
| <b>Date added</b>  | 13 September 2023 |
| <b>Month</b>       | October 2023      |



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| <b>Consultation/ Representations</b>         | The following will be consulted: All scrutiny committees; Cabinet<br><br>Representation can be made via the officer contact during the month prior to that in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | None   |
| <b>Lead officer (report author)</b>          | Fiona Morris Tel: 033 022 23811  |
| <b>Contact</b>                               | Suzannah Hill Tel: 033 022 22551   |

## Highways and Transport

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| <b>Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)</b>  |  |
| <p>In April 2022 the Government confirmed that the County Council would be awarded c. £17.4m to deliver some of the ambitions in its <a href="#">Bus Services Improvement Plan</a>.</p> <p>The ambitions will be delivered through a new <a href="#">Enhanced Partnership</a> with the local bus companies. The work will also require collaboration with other partners including borough and district councils.</p> <p>The funding is available until 31 March 2025 by when the ambitions must be delivered.</p> <p>In January 2023, the Cabinet Member for Highways and Transport <a href="#">approved</a> 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.</p> <p>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.</p> |  |
| <b>Decision by</b>  | Assistant Director (Highways, Transport and Planning) (Matt Davey) |
| <b>Date added</b>   | 21 March 2023  |
| <b>Month</b>  | October 2023   |

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| <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<br/>Local bus operators<br/>Residents via online 'Westsusbus' portal<br/>User representatives<br/>Traffic Commissioners<br/>Police<br/>Transport Focus<br/>Competition and Markets Authority</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p> |
| <b>Background documents</b><br>(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.

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| <b>Decision by</b> | Cabinet Member for Highways and Transport (Cllr Joy Dennis) |
| <b>Date added</b>  | 21 March 2023   |
| <b>Month</b>       | October 2023  |

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| <b>Consultation/ Representations</b>         | No consultees currently identified<br><br>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><br>(via website) | None  |
| <b>Lead officer (report author)</b>          | Simon Osborne Tel: 033 022 26351  |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052   |

**Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)**

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.

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| <b>Decision by</b>                           | Cabinet Member for Highways and Transport (Cllr Joy Dennis)   |
| <b>Date added</b>                            | 10 August 2023  |
| <b>Month</b>                                 | October 2023  |
| <b>Consultation/ Representations</b>         | Consultation undertaken with Bus Operators and DfT Relationship Manager<br><br>Representations concerning this proposed decision can be made to the decision maker via the report author. |
| <b>Background documents</b><br>(via website) | None  |

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| <b>Lead officer (report author)</b> | Bill Leath Tel: 033 022 25438   |
| <b>Contact</b>                      | 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 delegate authority to the Assistant Director (Highways, Transport and Planning) to award contracts to undertake the necessary works.

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

### **Highway Infrastructure and Asset Condition Surveys: Award of Contracts**

West Sussex County Council has a statutory duty to ensure regular surveys are undertaken to determine the condition of public highways in West Sussex. An invitation to tender was published in July for the provision of this service.

The tender was split into five lots:

- Lot 1: Highway inventory data collection
- Lot 2: Visual inspection survey of unclassified 'D' roads and all roundabouts
- Lot 3: Scanner survey of A, B and C roads
- Lot 4: Footway maintenance survey
- Lot 5: Skid resistance survey and site investigations

The Assistant Director (Highways, Transport and Planning) will be asked to award five contracts for the delivery of Highways Infrastructure and Asset Condition Surveys.

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| <b>Decision by</b>                           | Assistant Director (Highways, Transport and Planning) (Matt Davey)   |
| <b>Date added</b>                            | 20 September 2023  |
| <b>Month</b>                                 | October 2023   |
| <b>Consultation/<br/>Representations</b>     | No consultees currently identified<br><br>Representations concerning this proposed decision can be made to the decision maker via the report author. |
| <b>Background documents</b><br>(via website) | None   |
| <b>Lead officer (report author)</b>          | David Kitt Tel: 033 022 26382  |
| <b>Contact</b>                               | Judith Shore Tel: 033 022 26052  |

### **Contract award for a new bus service in Burgess Hill**

Funding has been agreed through a Section 106 agreement with Homes England to provide a new direct bus service (no. 38) linking the development in north Burgess Hill with the town centre and railway station.

The contract for the no. 38 bus service will be procured through the Public Bus Service Dynamic Purchasing System.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the contract for the no. 38 bus service in Burgess Hill.

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| <b>Decision by</b> | Assistant Director (Highways, Transport and Planning) (Matt Davey) |
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| <b>Date added</b>                            | 9 October 2023  |
| <b>Month</b>                                 | November 2023   |
| <b>Consultation/<br/>Representations</b>     | In 2015, Mid Sussex District Council carried out consultation on Northern Arc transport plans. Included in Burgess Hill Public Transport Strategy published by Aecom in 2016.<br><br>Representations concerning this proposed decision can be made to the decision maker via the report author. |
| <b>Background documents</b><br>(via website) | None  |
| <b>Lead officer<br/>(report author)</b>      | Bill Leath Tel: 033 022 25438   |
| <b>Contact</b>                               | Judith Shore Tel 033 022 26052  |

## Public Health and Wellbeing

### **West Sussex Wellbeing Programme: county-wide provision to support people to improve their strength and balance to reduce risk of falls**

The West Sussex Wellbeing Programme, a partnership between the County Council and the seven district and borough councils within West Sussex, focuses on improving the health and wellbeing of our local population and reducing inequalities. Known as 'West Sussex Wellbeing,' the service provides support, information and advice to anyone over 18 who lives and/or works in West Sussex, on a range of areas, including stopping smoking, becoming more active losing weight, reducing alcohol consumption, and the provision of NHS Health Checks.

The Director of Public Health is asked to approve additional funding for the West Sussex Wellbeing Programme for a three year period from 1 April 2024 to 31 March 2027, for county-wide provision to support people to improve their strength and balance to reduce risk of falls. This will also support the wider health and care system across West Sussex, working alongside and as part of existing pathways.

The three year funding period is in line with the remaining term of the existing West Sussex Wellbeing Partnership Agreement between the County Council and the seven district and borough councils, to 31<sup>st</sup> March 2027.

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| <b>Decision by</b> | Director of Public Health (Alison Challenger) |
| <b>Date added</b>  | 28 September 2023                             |
| <b>Month</b>       | December 2023                                 |

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| <b>Consultation/ Representations</b>         | Representations concerning this proposed decision can be made to the decision-maker, via the report author. |
| <b>Background documents</b><br>(via website) | None  |
| <b>Lead officer (report author)</b>          | Tamsin Cornwall Tel: 033 022 28709  |
| <b>Contact</b>                               | Erica Keegan Tel: 033 022 26050   |

## Support Services and Economic Development

| <b>Award of Contract: Worthing Railway Approach Public Realm Scheme</b>   |  |
|---|--|
| <p>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.</p> <p>The Cabinet Member for Support Services and Economic Development endorsed progression of the scheme in April 2023 (<a href="#">Ref: SSED05 22-23</a>).</p> <p>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).</p> |  |
| <b>Decision by</b>  | Assistant Director (Highways, Transport and Planning) (Matt Davey)   |
| <b>Date added</b>   | 17 August 2023   |
| <b>Month</b>  | October 2023   |
| <b>Consultation/ Representations</b>  | <p>Public consultation was undertaken in 2021. No further consultees identified.</p> <p>Representation concerning this proposed decision can be made to the decision-maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(via website)  | None   |
| <b>Lead officer (report author)</b>   | Stephen Reed Tel: 033 022 27328  |

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|----------------|----------------------------------|
| <b>Contact</b> | Suzannah Hill Tel: 033 022 22551 |
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