

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: 29 November 2023

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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15	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	November 2023
16	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	November 2023
16	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	November 2023
17	Assistant Director (Property and Assets) (Andrew Edwards)	Award of Contract for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis	November 2023
18	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	November 2023
19	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)	Commissioning of College Alternative Provision for Key Stage 4 Learners	December 2023

20	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Proposed Change of Age Range to Incorporate Nursery Provision at Six West Sussex Schools	December 2023
21	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)	Award of Adult Learning Community Learning Grant funded Programmes	December 2023
22	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Additional budget allocation for the replacement of modular teaching accommodation at Slinfold CE Primary School	December 2023
23	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Consultation to relocate Jessie Younghusband Primary School, expand St Anthony's School and associated catchment area changes, Chichester	December 2023
24	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of funding to create bulge classes for secondary pupils in East Grinstead	January 2024
25	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	School Funding 2024/25	January 2024
26	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	January 2024
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28	Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)	West Sussex Fire and Rescue Estates Improvement Plan Budget Increase	December 2023
29	Assistant Director (Communities) (Emily King)	Contingency Accommodation Arrangements (Rolling Entry)	Between December 2023 and December 2024
30	Chief Fire Officer (Sabrina Cohen-Hatton)	Fuel Cards Award of Contract	January 2024
31	Assistant Director (Communities) (Emily King)	Award of Contract Central Buying Consortium (CBC) Library Book and Audio Visual (AV) Materials	January 2024
32	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment	March 2024
33	Assistant Director (Property and Assets) (Andrew Edwards)	Decarbonisation Plan Implementation Programme (Phase 1a) - contract awards (Rolling Entry)	November 2023
33	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Recycling Centres - Extension of Booking System to all Sites	November 2023

34	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	December 2023
35	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Contract Award - Solar Photovoltaic and Battery Storage Programme	December 2023
36	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	March 2024
36	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Property and Assets (Rolling Entry)	Between April 2023 and March 2024
37	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Funding for access arrangements and planning application, Centenary House, Durrington and to settle ownership	November 2023
38	Cabinet	Performance and Resources Report - Quarter 2 2023/24	November 2023
38	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Procurement of Building Maintenance Services Contract	December 2023
39	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	November 2023
40	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	November 2023
41	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)	November 2023
42	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Highway Infrastructure and Asset Condition Surveys: Award of Contracts	November 2023
43	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Contract award for a new bus service in Burgess Hill	November 2023
44	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
45	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)	Endorsement of Funding and Procurement: Digital Innovation	December 2023

Leader

Council Plan and Revenue Budget 2024/25	
<p>The Council Plan and Budget report details the County Council's revenue budget, the level of council tax proposed for 2024/25, the nature of its expenditure, income and budget reductions for a balanced budget to deliver the aims of the refreshed Council Plan. It will also outline the County Council's Capital Programme to cover the period 2024/25 to 2028/29 which will update the programme previously agreed by County Council.</p> <p>Cabinet will be asked to endorse the refreshed Council Plan, Revenue Budget and Capital Programme to deliver the Council Plan for approval at County Council on 16 February 2024.</p>	
Decision by	Cabinet, County Council
Date added	15 November 2023
Month	January 2024
Consultation/ Representations	<p>The following are being consulted:</p> <ul style="list-style-type: none">• Performance and Finance Scrutiny Committee• County Council Membership through all member sessions• Partners through the Stakeholder Event in early December• Residents and Partners through external and internal communication with our residents, businesses, staff and communities <p>Representations concerning this proposed decision can be made to the Cabinet, 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)	Taryn Eves Tel: 033 022 23564
Contact	Adam Chisnall Tel: 033 022 28314

Adults Services

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.

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

Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Keegan Tel: 033 022 26050

Contract Extension: Direct Payment Support Service

The County Council is committed to giving customers choice and control over their support services; one method of enabling this is through Direct Payments, where the customer receives a cash allocation to spend in a way which they consider will meet their assessed care needs. A Direct Payment Support Service (DPSS) is required to ensure that people can receive the appropriate advice and support to make the best use of their money. It also supports the County Council to ensure that Direct Payments are used lawfully and effectively.

In November 2018 Key Decision [AH6 17.18](#) approved the award of contract for a Direct Payment and Personal Budget Support Service. In November 2021 Key Decision [OKD26 21.22](#) approved a 2-year contract extension for the Direct Payment and Personal Health Budget Support Service from 01 February 2022 to 31 January 2024. The contract allows for a further two year extension.

Agreement will be sought from the Director of Adults and Health to extend the DPSS contract for a further 2 years, allowed within the contract.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	7 November 2023
Month	November 2023
Consultation/ Representations	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)	Lucie Venables Tel: 07955 313325
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	December 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

Adult Social Care Reablement in a Residential Setting

Reablement bed-based services are currently provided within four residential care services across the county. The services provide care, support and reablement for people being discharged from hospital who are not initially able to return home. Through the provision of occupational therapy support and support from the residential service to work towards reablement goals and relearn skills customers can have an opportunity to work towards moving home where possible after their stay in the service.

In March 2023 three of the current contracts were directly awarded [OKD59 22/23](#) for a one-year period which will cease on 31 March 2024. The Council is reviewing these services to consider the future for the service provision, considering customer outcomes, and financial and non-financial benefits. Upon completion of the review the Cabinet Member for Adults Services will be asked for a decision regarding future commissioning.

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	15 November 2023
Month	December 2023
Consultation/ Representations	<p>Internal consultation with the Adults and Health Strategic Finance and Commissioning Board and West Sussex County Council Commercial Panel.</p> <p>Representations on 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

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 in two phases, this is to ensure that services are commenced as planned. The first phase was completed (key decision ref: [OKD26 \(23/24\)](#)). This decision is the award of contract for the second phase.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	1 September 2023
Month	December 2023
Consultation/ Representations	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

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)
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Date added	3 March 2023
Month	January 2024
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

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	January 2024
Consultation/ Representations	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. 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)	Mark Greening Tel: 033 022 23758
Contact	Erica Keegan Tel: 033 022 26050

Minor Adaptations Contract	
<p>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.</p>	
Decision by	Director of Adults and Health (Alan Sinclair)
Date added	28 September 2023
Month	January 2024
Consultation/ Representations	<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>
Background documents (via website)	None
Lead officer (report author)	Chris Jones Tel: 0330 022 28249
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

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.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	9 October 2023
Month	April 2024
Consultation/ Representations	<p>Extensive consultation and engagement have taken place:</p> <ul style="list-style-type: none"> • Service user surveys were carried out on behalf of the Council by Impact Initiatives • Discussion groups were facilitated as part of 3 Learning Disability Partnership Boards • The Young Voices Group was attended • Carer surveys were carried out and carer focus group meetings were attended • Provider and staff surveys were carried out • The Learning Disability Provider forum was attended, and • 10 1:1 meetings with independent day service providers were held • Early engagement notice published 8 August 2023 with feedback requested by 24 August 2023 <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>
Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325

Contact	Erica Keegan Tel: 033 022 26050
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Children and Young People, Learning and Skills

Learning and Skills Portfolio

Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley
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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	November 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

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 Children and Young People, 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	November 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

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	November 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

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	November 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	November 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

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 Interim Assistant Director (Education and Skills) 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) (Steve Nyakatawa)
Date added	10 August 2023
Month	December 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

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.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	9 October 2023
Month	December 2023
Consultation/ Representations	<p>Parents and carers from the school communities involved Governors, Leadership Team and Staff of the schools involved Schools Works Academy Trust Chief Executive Members of the public Diocese of Chichester and Diocese of Arundel and Brighton Local Members Worthing Borough Council, Horsham District Council, Crawley Borough Council Neighbouring Schools 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>
Background documents (via website)	None
Lead officer (report author)	Vanessa Cummins Tel: 033 022 23046
Contact	Wendy Saunders Tel: 033 022 22553

Award of Adult Learning Community Learning Grant funded 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 and/or improve their life skills/personal development.

In March 2023 the Cabinet Member for Learning and Skills approved the launch of a procurement and the commencement of an expression of interest process to secure a range of providers to deliver the adult skills and community learning programme (decision [LS10\(22/23\)](#) refers).

In August 2023 approval was granted for the award of contracts to deliver the adult skills provision (decision [OKD11 \(23/24\)](#) refers).

Expressions of interest are now being sought from providers to bid for funding from the Community Learning Grant element of the budget. The process will secure Grant Funding Agreements with multiple providers to deliver community focussed programmes which engage with and support the most vulnerable and disengaged residents.

On conclusion of the process the Interim Assistant Director (Education and Skills) will be asked to award the contracts to the successful providers for an initial period up to 31 July 2025.

Decision by	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)
Date added	18 October 2023
Month	December 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)	Andrew Bishop Tel: 033 022 25399
Contact	Wendy Saunders Tel: 033 022 22553

Additional budget allocation 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 to replace the modular classrooms with a two class extension and delegated authority to the Director of Property and Assets to award the contract ([Decision LS12 \(21/22\)](#) refers).

Since that time there have been programme delays due to the identification of Great Crested Newts as well as inflationary pressures. Additional funds are therefore required to complete the project.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the additional budget allocation to enable the delivery of the project at Slinfold CE Primary school.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	25 October 2023
Month	December 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

Consultation to relocate Jessie Younghusband Primary School, expand St Anthony's School and associated catchment area changes, Chichester

St Anthony's School in Chichester is a Special School for children and young people aged between 4 and 16 with moderate learning difficulties. Current places are insufficient to meet the need for special school places in the area resulting in children being placed in the Independent and Non-Maintained Sector. There is a need to expand St Anthony's to ensure there are appropriate and sufficient places in accordance with the County Council's [Special Educational Needs and Disability \(SEND\) Strategy 2019-2024](#).

Sharing a site with St Anthony's School is Jessie Younghusband Primary School which is a 4-11 Primary School providing up to 210 places. It is proposed to relocate Jessie Younghusband from the current location to a new 1 Form of Entry (FE) Primary School (210 places) which is being built on the housing development west of Chichester, known as Minerva Heights.

The creation of a new primary school along with the need to include the additional children who will live in Minerva Heights for future school place planning means it is necessary to consider the appropriateness of current catchment areas for primary admissions in the local area.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the launch of a public consultation to seek views on the proposals to relocate Jessie Younghusband Primary School and expand St Anthony's School along with the associated catchment area changes.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	2 November 2023
Month	December 2023
Consultation/ Representations	Schools & Governing Bodies Local members Parents and carers Dioceses 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)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of funding to create bulge classes for secondary pupils in East Grinstead

Following a review of pupil projections for starting secondary school in East Grinstead, it is necessary to create provision for a bulge class in both September 2024 and 2025 to deliver additional places to accommodate the growing number of secondary pupils.

Viability studies are currently being undertaken at the two secondary schools in the town – Imberhorne and Sackville to assess which school should be expanded to accommodate the bulge classes.

Following completion of the viability studies, and on determining which school should be expanded, funds will be sought in line with the cost estimate to enable the works to be taken forward. The monies for the project will be allocated from S106 funds which have been received to fund additional capacity for secondary aged pupils in East Grinstead.

The Assistant Director (Property and Assets) will be asked to approve the budget required for the project to create provision for the bulge classes.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	1 November 2023
Month	January 2024
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)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

School Funding 2024/25

West Sussex County Council is required, under national funding regulations, to consult schools and the Schools Forum on proposed changes to funding arrangements affecting mainstream school budgets. Over the last couple of years the West Sussex local funding formula has been moving towards the National Funding Formula factor values, and 2024/25 will be the first year that these factor values will be used in full as part of the budget calculation.

The School Funding Review 2024/25 consultation document was published on 11th October 2023. Responses to the consultation and feedback from Schools Forum will be taken into account in the development of the local funding formula for mainstream schools in 2024/25.

To help fund the Dedicated Schools Grant (DSG) recovery plan included as part of the council's [Delivering Better Value Programme](#) proposals, a proposal to transfer £0.5m of funding from the Dedicated Schools Grant (DSG) Schools block to the DSG High Needs Block, funded through a reduction in the National Funding Formula basic entitlement rates, has been included as part of the schools funding consultation. Under the funding regulations, any transfer between blocks is a decision that is taken by Schools Forum, although the County Council can seek to overturn this by applying to the Secretary of State for Education through a disapplication request.

Following consideration of the responses to the consultation and the feedback from Schools Forum the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the 2024/25 local funding formula for all mainstream schools in the county.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	1 November 2023
Month	January 2024
Consultation/ Representations	Schools Schools Forum – 23rd November 2023 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)	Andy Thorne Tel: 03302223349
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	January 2024
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)	Sophie Bailey Tel: 07547 867654
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). Due to additional costs associated with the project since that time, approval from the Cabinet Member is being sought for a further allocation of funding via a separate decision process.

A procurement will be 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	March 2024
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

Community Support, Fire and Rescue

West Sussex Fire and Rescue Estates Improvement Plan Budget Increase

West Sussex Fire and Rescue Service's (WSFRS) Estates Improvement Plan, which is part of the [Community Risk Management Plan 2022/26](#) Asset Service Plan, sets out to address the concerns raised by His Majesty's Inspectorate of Constabulary and Fire & Rescue Services Report, which confirmed that the entire WSFRS buildings estate is in significant need of upgrading and investment.

In January 2022 a Key Decision was taken ([CSFR03 \(21/22\)](#)) by the Cabinet Member for Community Support, Fire and Rescue approving; the prioritised set of asset improvement projects to enable prioritised works on welfare improvements, contamination remediation, accessibility & community/training areas to be undertaken and a number of feasibility studies have been concluded.

The Cabinet Member for Community Support, Fire and Rescue will be asked to:

- (1) approve a Capital allocation of up to £3.15m to target delivery of estates improvements at three fire stations; and
- (2) delegate authority to the Assistant Director (Property and Assets) to award contracts for the works on completion of the procurement process.

Decision by	Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)
Date added	15 November 2023
Month	December 2023
Consultation/ Representations	<p>This decision will be taken in consultation with the Cabinet Member for Finance and Property.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p>
Background documents (via website)	WSFRS_Community Risk Management Plan_2022_2026
Lead officer (report author)	Sabrina Cohen-Hatton Tel: 033 022 24993
Contact	Erica Keegan Tel: 033 022 26050

Contingency Accommodation Arrangements (Rolling Entry)

Since November 2021, West Sussex County Council (WSSCC) has been responsible for providing support for refugees and family groups in the county under the British government resettlement scheme.

In March 2023, the UK government announced plans to permanently end the use of bridging accommodation. Previously used bridging hotel accommodation was served closure notices by the Home Office and in accordance with government requirements the hotels closed on 31 August 2023. Home Office contingency accommodation remains available until 31 December 2023, after this point no further Home Office accommodation is available. West Sussex County Council is therefore charged with securing accommodation for the remaining refugee families otherwise at risk of homelessness.

Securing accommodation is within a commercial rental market and therefore the ability to present a quick decision is frequently required. All accommodation is financed using Home Office grant monies at no cost to West Sussex County Council.

The Assistant Director (Communities) is asked to approve the allocation of government grant monies to acquire rental accommodation for refugees, in accordance with government requirements and conditions.

Decision by	Assistant Director (Communities) (Emily King)
Date added	20 November 2023
Month	Between December 2023 and December 2024
Consultation/ Representations	Representation on the proposed decision can be made via the officer contact.
Background documents (via website)	Home Office Guidance August 2023
Lead officer (report author)	Marie Ovenden Tel: 033 022 23854
Contact	Erica Keegan Tel: 033 022 26050

Fuel Cards Award of Contract

The County Council utilises fuel cards across the fleet to simplify the purchase and payment of fuel from commercial sites. The cards are administered centrally by the Fleet Service in West Sussex Fire and Rescue Service.

The current contract for fuel cards expires in March 2024 and a new contract is required.

The term of the contract will be 4 years (based on a 2year + 2year term) and the anticipated spend is approximately £3,200,000 over the full term.

The Chief Fire Officer has endorsed the commencement of the procurement process to be carried out in line with Council's Standing Orders on Procurement and Contracts and will seek to award the contract to the successful supplier.

Decision by	Chief Fire Officer (Sabrina Cohen-Hatton)
Date added	7 November 2023
Month	January 2024
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	James Skilling Tel: 033 022 25432
Contact	Erica Keegan Tel: 033 022 26050

Award of Contract Central Buying Consortium (CBC) Library Book and Audio Visual (AV) Materials

West Sussex County Council (WSCC) is the lead authority for library books and other library services, on behalf of the Central Buying Consortium (CBC). The CBC Library Group consists of 19 CBC members and a further 36 Associated member Local Authorities. As recompense for the work involved in procuring and managing the contract, WSCC receive a Management Fee from Associate members. Last year this was £60,000. WSCC continues to lead on procuring this requirement for the CBC Library Group and managing the contracts when awarded.

In September 2023 ([Key Decision ref: CSF01 23/24](#)) the Cabinet Member for Community Support, Fire and Rescue approved;

- (1) the commencement of a procurement process for a new Framework Agreement for Library Books and Audio-Visual materials for the CBC Library Group, to commence on 1 April 2024; and
- (2) delegated the authority to the Assistant Director (Communities) to award contract(s) to the supplier(s) who submitted the most economically advantageous tender and can best meet the quality and performance standards required.

The Assistant Director (Communities) will now be asked to approve the award to the successful bidder(s).

Decision by	Assistant Director (Communities) (Emily King)
Date added	27 November 2023
Month	January 2024
Consultation/ Representations	<p>The CBC Contract Review Group (CRG) who act as the steering committee for the entire CBC Library Group has been consulted and involved in the market consultation and specification review process.</p> <p>The 55 local authorities who are currently accessing the contract have given input to the proposed approach and specification review. This was enabled by the majority having been involved prior to the 2019 procurement in a complete overhaul of the specification and procurement approach.</p> <p>Market consultation has been undertaken with service providers of books and Audio Visual materials.</p> <p>Internal consultation - Commercial Finance and Legal Services have been consulted and are actively involved in developing the commercial model and contract terms.</p> <p>Representations concerning this proposed decision can be made to the decision-maker, via the report author.</p>
Background documents (via website)	None

Lead officer (report author)	Linda Jones Tel: 033 022 28559
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	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)	James Skilling Tel: 033 022 25432
Contact	Erica Keegan Tel: 033 022 26050

Environment and Climate Change

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).

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	2 August 2023
Month	November 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

Recycling Centres - Extension of Booking System to all Sites

In March 2022, the Cabinet Member for Environment and Climate Change made a [decision to introduce a booking system](#) at the Bognor Regis, Crawley, Horsham, Littlehampton, Shoreham and Worthing Recycling Centres.

The Cabinet Member also delegated authority to the Assistant Director (Environment and Public Protection) to extend the booking system at Billingshurst, Burgess Hill, East Grinstead, Midhurst and Westhampnett Recycling Centres should this be needed to manage congestion or other issues in the future.

The Assistant Director (Environment and Public Protection) will be asked to consider a proposal regarding the introduction of a booking system at Billingshurst, Burgess Hill, East Grinstead, Midhurst and Westhampnett Recycling Centres.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	18 October 2023
Month	November 2023
Consultation/ Representations	Communities, Highways and Environment Scrutiny Committee 17 November 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)	Paul Madden Tel: 033 022 25679
Contact	Judith Shore Tel: 033 022 26052

Energy Reinvestment 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	December 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
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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.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	20 September 2023
Month	December 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)	Emma Ford Tel: 033 022 22196
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 Assistant Director (Environment and Public Protection) will be asked to award the full design and build contract for the scheme.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	11 April 2023
Month	March 2024
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

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.

Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
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Date added	1 April 2023
Month	Between April 2023 and March 2024
Consultation/ Representations	Local County Councillors Representation can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel. 033 022 22551

Funding for access arrangements and planning application, Centenary House, Durrington and to settle ownership

Decision [FP07 22/23](#) declared Centenary House Durrington surplus to service operational requirements.

This surplus asset forms part of a freehold estate jointly held in trust by the County Council and Sussex Police. This limits plans for potential disposal and/or development of the site.

The Cabinet Member for Finance and Property will be asked to endorse that the County Council enters into an agreement with Sussex Police to split ownership of the Durrington site 60% to West Sussex County Council and 40% to Sussex Police and to fund a new access drive and altered supply services that will enable the land split for separated use. The Cabinet Member will be asked to approve the preparation and submission of an application for securing planning permission for the redevelopment on the Council land.

Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	16 October 2023
Month	November 2023
Consultation/ Representations	<p>Consultees currently identified include:</p> <ul style="list-style-type: none"> • County Councillor for Northbrook • Sussex Police and the Sussex Police and Crime Commissioner <p>Future public consultation on any development proposals will be undertaken in compliance with the planning application process.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
Background documents (via website)	None

Lead officer (report author)	Nick Burrell Tel: 033 022 23881
Contact	Suzannah Hill Tel: 033 022 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.

Decision by	Cabinet
Date added	13 September 2023
Month	November 2023
Consultation/ Representations	The following will be consulted: All scrutiny committees; Cabinet Representation can be made via the officer contact during the month prior to that 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	Suzannah Hill Tel: 033 022 22551

Procurement of Building Maintenance Services Contract

The Council provides a Mechanical and Electrical and reactive fabric building maintenance service throughout its corporate estate. The current contract agreement that commenced 01 October 2019 with SSE, now Enerveo, will expire on 30 September 2024.

The scope of the current contract is to be developed to a 'Total Hard FM services contract'. This will include all building compliance activity and Planned Preventative Maintenance. The new contractor will need to ensure full integration of its Computer Assisted Facilities managements systems with the County Council Asset Management and Helpdesk system (Concerto).

The Cabinet Member will be asked to agree to the commencement of a procurement process for a contract to commence 01 October 2024 to the value of circa £12m per annum. and to delegate to the Assistant Director (Property and Assets) the award of contract. A further decision report will be published as appropriate.

Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	20 November 2023

Month	December 2023
Consultation/ Representations	Internal and external stakeholders, the incumbent supplier and market suppliers. Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel: 033 022 22551

Highways and Transport

Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	
<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 Bus Services Improvement Plan.</p> <p>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.</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 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.</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>	
Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	21 March 2023
Month	November 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>Borough and district councils Local bus operators Residents via online 'Westsusbus' portal User representatives Traffic Commissioners Police Transport Focus Competition and Markets Authority</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</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	November 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

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.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	10 August 2023
Month	November 2023
Consultation/ Representations	Consultation undertaken with Bus Operators and 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

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.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	20 September 2023
Month	November 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)	David Kitt Tel: 033 022 26382
Contact	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.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	9 October 2023
Month	November 2023
Consultation/ Representations	<p>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.</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p>
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	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 31st March 2027.

Decision by	Director of Public Health (Alison Challenger)
Date added	28 September 2023
Month	December 2023
Consultation/ Representations	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)	Tamsin Cornwall Tel: 033 022 28709
Contact	Erica Keegan Tel: 033 022 26050

Support Services and Economic Development

Endorsement of Funding and Procurement: Digital Innovation

The County Council is working with the food and drink agricultural sectors across Sussex to improve economic performance by co-developing foundational technology (e.g. 5G and Artificial Intelligence) use cases with telecoms and technology partners, education centres and commercial producers.

Subject to external funding being secured a decision will be required to commence a procurement process to select a technology provider/operator to take forward the project. Notice of this decision is being given at this time, subject to confirmation of funding, due to the anticipated tight delivery timescales for the project.

The Cabinet Member will be asked to endorse the use of funding and to approve the commencement of a procurement process to select a supplier to lead the implementation and deployment of the project. The Cabinet Member will also be recommended to delegate authority to the Director of Place Services to award the contract(s). A further key decision report will be published concerning contract awards as appropriate.

Decision by	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)
Date added	7 November 2023
Month	December 2023
Consultation/ Representations	Brinsbury College, Plumpton College, West Sussex Growers' Association Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Sarah Bazen Tel: 033 022 22374
Contact	Suzannah Hill Tel: 033 022 22551