

# 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: 21 December 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>
	Cabinet, County Council	Council Plan and Revenue Budget 2024/25	January 2024
	Cabinet Member for Adults Services (Cllr Amanda Jupp)	Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism	December 2023
	Cabinet Member for Adults Services (Cllr Amanda Jupp)	Procurement Commissioning of Care and Support at Home	December 2023
	Cabinet Member for Adults Services (Cllr Amanda Jupp)	Adult Social Care Reablement in a Residential Setting	December 2023
	Director of Adults and Health (Alan Sinclair)	Provision of Domestic Abuse Housing Support Services in West Sussex	January 2024
	Director of Adults and Health (Alan Sinclair)	Award of Contract Carer Information, Advice Assessment and Support Service	January 2024
	Director of Adults and Health (Alan Sinclair)	Minor Adaptations Contract	January 2024
	Director of Adults and Health (Alan Sinclair)	Contract Arrangements Nursing Dementia Residential Care Beds	January 2024
	Director of Adults and Health (Alan Sinclair)	Award of Contract Care and Support at Home Services	March 2024
	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
	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Agreement to participate in regional commissioning arrangements for Children's Placements	January 2024
	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)	Commissioning of College Alternative Provision for Key Stage 4 Learners	December 2023
	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Additional budget allocation for the replacement of modular teaching accommodation at Slinfold CE Primary School	December 2023
	Assistant Director (Property and Assets) (Andrew Edwards)	Award of Contract for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis	December 2023
	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	January 2024
	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of funding to create bulge classes for secondary pupils in East Grinstead	January 2024

	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	School Funding 2024/25	January 2024
	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	January 2024
	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	January 2024
	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 Funding for Replacement of Modular Teaching Accommodation at St Augustine's CE Primary School, Haywards Heath	January 2024
	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)	Extension of the Dynamic Purchasing System for Independent Alternative Provision for children with Special Educational Needs and Disabilities (SEND)	January 2024
	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)	Award of Adult Learning Community Learning Grant funded Programmes	February 2024
	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School	March 2024
	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley	March 2024
	Assistant Director (Communities) (Emily King)	Contingency Accommodation Arrangements (Rolling Entry)	Between December 2023 and December 2024
	Chief Fire Officer (Sabrina Cohen-Hatton)	Fuel Cards Award of Contract	January 2024
	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment	March 2024
	Chief Fire Officer (Sabrina Cohen-Hatton)	Award of contract for Minibus Hire Services	April 2024
	Assistant Director (Communities) (Emily King)	Award of Contract Central Buying Consortium (CBC) Library Book and Audio Visual (AV) Materials	January 2024
	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	December 2023
	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Closed Landfill Sites: Contract Awards for Maintenance and Management Services	January 2024
	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Call-off Contract at the Halewick Lane Battery Storage site	February 2024

	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	March 2024
	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Contract Award - Solar Photovoltaic and Battery Storage Programme	March 2024
	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Property and Assets (Rolling Entry)	Between April 2023 and March 2024
	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Procurement of Building Maintenance Services Contract	January 2024
	Cabinet	Performance and Resources Report - Quarter 3 2023/24	March 2024
	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	December 2023
	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	December 2023
	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)	December 2023
	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Highway Infrastructure and Asset Condition Surveys: Award of Contracts	December 2023
	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Contract award for a new bus service in Burgess Hill	December 2023
	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Award of Highways Improvement Contracts Lots 4, 5 and 6 (phase 1)	January 2024
	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Award of Capital Delivery Highways Frameworks Lots 4, 5 and 6	January 2024
	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
	Director of Place Services (Lee Harris)	Award of Contract(s): Digital Innovation Project	March 2024

# Leader

<b>Council Plan and Revenue Budget 2024/25</b>	
<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>	
<b>Decision by</b>	Cabinet, County Council
<b>Date added</b>	15 November 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	<p>The following are being consulted:</p> <ul style="list-style-type: none"><li>• Performance and Finance Scrutiny Committee</li><li>• County Council Membership through all member sessions</li><li>• Partners through the Stakeholder Event in early December</li><li>• Residents and Partners through external and internal communication with our residents, businesses, staff and communities</li></ul> <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>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Taryn Eves Tel: 033 022 23564
<b>Contact</b>	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.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	9 October 2023
<b>Month</b>	December 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

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

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

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

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

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

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

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

<b>Contact</b>	Erica Keegan Tel: 033 022 26050
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<b>Adult Social Care Reablement in a Residential Setting</b>
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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.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	15 November 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	<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>
<b>Background documents (via website)</b>	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.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	3 March 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Sarah L Leppard Tel: 0330 022 23774
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

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

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

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

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

<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	<p>Extensive carer consultation has taken place in recent years to inform the Joint Carer Strategy and the recent re-let of Carer Short Break Contracts. In addition, carer engagement will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process. Other stakeholders will be consulted e.g., all members of the Carers Strategic Partnership Group.</p> <p>Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Mark Greening Tel: 033 022 23758
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

#### **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 reprocure the service with effect from 1 April 2024.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	28 September 2023
<b>Month</b>	January 2024
<b>Consultation/ 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> (via website)	None
<b>Lead officer (report author)</b>	Chris Jones Tel: 0330 022 28249
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Contract Arrangements Nursing Dementia Residential Care Beds**

In April 2022 A decision ([OKD03 22/23](#)) was taken to award a block contract for 11 dementia nursing beds at Aster Grove in Littlehampton, to meet increasing demand for suitable dementia nursing care and accommodation at a sustainable rate.

The contract is currently being reviewed with proposals being developed for new contractual agreements which will enable the achievement of the Council’s strategic aim to support people to live safe and fulfilled lives, as part of the ambitions set out in the [Adult Social Care Strategy 2022 - 2025](#) . Analysis and planning will consider the need for residential services providing nursing dementia care within the southern part of West Sussex and potentially to other geographical areas.

Following the completion of the review, the Director of Adults and Health will be asked to approve the new contractual agreement to source residential based dementia nursing care.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	5 December 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

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

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

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

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

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

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

**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.

<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>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Lucie Venables Tel: 07955 313325

**Contact**

Erica Keegan Tel: 033 022 26050

## Children and Young People, Learning and Skills

### Children and Young People Portfolio

#### Agreement to participate in regional commissioning arrangements for Children's Placements

The County Council needs to source a range of services for children we care for, including placements in residential homes and with independent fostering agencies (IFA).

Although the primary mechanism for sourcing these placements is currently the Council's own Children's Placements and Other Support Services Dynamic Purchasing System (CPOSS DPS), there are occasions whereby the providers who are part of that framework are unable to offer placements which meet the needs of individual children and young people.

The County Council is currently party to a regional framework for the commissioning of children's residential placements, namely the South-Central Children's Residential Consortium. Being a member of this arrangement increases the ability for the Council to source appropriate placements from providers who are part of that framework but who are not part of CPOSS. There is also a South-Central Children's Framework for procuring placements with IFAs which the County Council is not currently a member of.

The South-Central Children's Residential Consortium Framework expires on 30th September 2024. The consortium is led by Southampton City Council, and a new framework is in the process of being procured for a maximum period of 8 years (4 years initial period with potential to extend for a further two periods of 2 years).

Agreement will be sought from the Cabinet Member for Children, Young People, Learning and Skills for the Council to continue to be part of the South-Central Children's Residential Consortium until the existing framework expires and to join the new framework from October 2024. In addition, agreement will be sought to join the South-Central Children's IFA framework at the earliest opportunity.

**Decision by**

Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)

**Date added**

1 December 2023

**Month**

January 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

<b>Lead officer (report author)</b>	Julie Lawrence Tel: 033 022 23816
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Learning and Skills Portfolio

<b>Commissioning of College Alternative Provision for Key Stage 4 Learners</b>	
<p>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.</p> <p>The package of provision, procured in 2021 (decision <a href="#">OKD11(21/22)</a> refers), is known as 'Freshstart' and is delivered across selected campuses constituting the Chichester College Group (CCG).</p> <p>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.</p>	
<b>Decision by</b>	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)
<b>Date added</b>	10 August 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	<p>West Sussex schools with a current Key Stage 4 provision</p> <p>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.</p>
<b>Background documents</b> (via website)	
<b>Lead officer (report author)</b>	Andrew Jenkins
<b>Contact</b>	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.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	25 October 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Matthew Wakefield Tel: 07597 528007
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553



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

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

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

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

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

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	28 March 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Ben Barnes Tel: 07355 023408
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**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.

<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>	January 2024
<b>Consultation/ Representations</b>	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
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 0330 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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	1 November 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	None currently identified  Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	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.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	1 November 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Andy Thorne Tel: 03302223349
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Award of contract for construction of an All Weather Pitch at The Forest School, Horsham**

In July 2020 the Cabinet Member for Education and Skills approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School (Decision reference [ES02\(20/21\)](#)). In order to mitigate the impact of the loss of the playing field an All Weather Pitch will be constructed at The Forest School.

The All-Weather pitch will enable pupils to undertake outside sport activities all year round whilst also providing the school the ability to generate additional income through letting.

As part of a separate key decision process the Cabinet Member for Learning and Skills approved the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School ([Decision LS05\(21/22\)](#) refers). The Cabinet Member also delegated authority to the then Director of Property and Assets to award the contract for the project.

The Assistant Director (Property and Assets) will be asked to approve the award of contract for the proposed project at The Forest School.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	11 January 2021
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets), via the contact officer, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Sophie Bailey Tel: 07547 867654
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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

St Wilfrid's Catholic School in Crawley is currently a 5 form entry (5FE) 11-16 Secondary School. The school has grown in recent years to meet the demand for places, taking bulge classes of 30 pupils in each of the last three years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.

It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.

It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	12 August 2022
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	Cabinet Member for Learning and Skills  Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Allocation of S106 Funding for Replacement of Modular Teaching Accommodation at St Augustine's CE Primary School, Haywards Heath**

St Augustine's CE Primary School, located in Scaynes Hill, close to Haywards Heath, is a four class Primary School with a broad range of buildings including a single modular unit which was installed on the site in excess of 30 years ago. The building has significant suitability and condition issues and requires replacement with new teaching accommodation meeting current Building Regulations and Department for Education Building Bulletins standards.

The Assistant Director (Property and Assets) will be asked to approve the allocation of capital funding from Section 106 contributions and the launch of a procurement exercise to enable a project to be undertaken to replace the modular classroom with new purpose built classroom.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
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<b>Date added</b>	1 December 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	School Cabinet Member for Children and Young People, Learning and Skills  Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Extension of the Dynamic Purchasing System for Independent Alternative Provision for children with Special Educational Needs and Disabilities (SEND)**

The County Council has a statutory obligation to provide suitable education for all pupils including those who, because of exclusion, illness or other reasons, would not otherwise receive suitable education in a school setting, (predominantly children with Special Educational Needs and Disabilities (SEND)). This is termed Alternative Provision.

This is commissioned using the Dynamic Purchasing System (DPS) for Independent Alternative Provision (IAP), which enables the efficient sourcing of IAP services from a range of qualified providers. The DPS was established in 2021 ([decision OKD16 \(21/22\)](#) refers) for a maximum period of four years and six months.

The initial term of the DPS expires in February 2024 and the original contract allows for a further 2 year extension. Over the initial term the DPS has proved important in enabling the County Council to source much needed IAP placements that meet the education needs of pupils.

Agreement will be sought from the Interim Assistant Director (Education and Skills) to extend the DPS for a further 2 years from 1st March 2024.

<b>Decision by</b>	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)
<b>Date added</b>	7 December 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken.

<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Charlotte Smith Tel: 033 022 2754
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

<b>Award of Adult Learning Community Learning Grant funded Programmes</b>	
<p>Adult learning is a non-statutory provision, externally funded via the Department for Education through the Education Skills Funding Agency (ESFA). The County Council receive 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.</p> <p>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 <a href="#">LS10(22/23)</a> refers).</p> <p>In August 2023 approval was granted for the award of contracts to deliver the adult skills provision (decision <a href="#">OKD11 (23/24)</a> refers).</p> <p>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.</p> <p>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.</p>	
<b>Decision by</b>	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)
<b>Date added</b>	18 October 2023
<b>Month</b>	February 2024
<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> (via website)	None
<b>Lead officer (report author)</b>	Andrew Bishop Tel: 033 022 25399
<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). 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.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	27 October 2022
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Matthew Wakefield Tel: 07597 528007
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley**

There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres (SSC) that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.

During 2022 the then Cabinet Member for Learning and Skills approved the allocation of capital funding for creation of a new 12 place SSC at Maidenbower Infants School in Crawley and delegated authority to launch a procurement for the necessary works ([decision LS07\(22/23\)](#) refers).

Following completion of the procurement process the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider for the construction phase, of the project to provide a Special Support Centre at Maidenbower Infants School.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	7 December 2023
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	Maidenbower Infants School Maidenbower Junior School  Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Katerina Evans-Makrakis Tel: 07597 526870
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Community Support, Fire and Rescue

### **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.

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

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

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

West Sussex Fire and Rescue Service are leading an aggregated procurement to standardise Breathing Apparatus and ancillary equipment (BA) on behalf of the 4F Group 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.

<b>Decision by</b>	Chief Fire Officer (Sabrina Cohen-Hatton)
<b>Date added</b>	20 April 2023
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	James Skilling Tel: 033 022 25432
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Award of contract for Minibus Hire Services**

The County Council hires vehicles to support operations when the need cannot be met from within the owned fleet.

There is a requirement to re-procure the minibus hire contract to ensure the provision of vehicles continues to represent best value against a refreshed hire profile and support specification.

The term of the contract will be 3 years starting in August 2024 and the anticipated spend is approximately £2,900,000 over the contract term based on 75 vehicles.

The Chief Fire Officer has agreed the commencement of a compliant procurement process, in line with Council's Standing Orders on Procurement and Contracts, and will be asked to award the contract to the successful supplier.

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

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

West Sussex County Council (WSSCC) 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.

In October 2023 the Cabinet Member for Community Support, Fire and Rescue approved the procurement of a Framework Agreement to replace the current Framework Agreement for Library Books and AV materials, due to expire in March 2024. The Cabinet Member also delegated authority to the Assistant Director, Communities to implement the Framework Agreement.

A procurement process has now taken place and there was a single bidder for all Lots who passed all the criteria requirements, Askew and Holts Library Services (AHLs).

<b>Decision by</b>	Assistant Director (Communities) (Emily King)
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<b>Date added</b>	27 November 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	<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>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Linda Jones Tel: 033 022 28559
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Environment and Climate Change

<b>Energy Reinvestment Scheme</b>	
<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>	December 2023

<b>Consultation/ Representations</b>	Maintained schools and academies  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Daire Casey
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Closed Landfill Sites: Contract Awards for Maintenance and Management Services**

The County Council as Waste Disposal Authority has the statutory obligation to maintain and manage its closed landfill sites.

A procurement exercise has been undertaken to provide two contracts for:

- Gas maintenance and environmental monitoring services
- Estate management services

The contract commencement is anticipated to be 1 April 2024.

The Assistant Director (Environment & Public Protection) will be asked to award the contract to the preferred bidder.

<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Wayne Lewis)
<b>Date added</b>	14 December 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Michelle Harbord Tel: 033 022 27715
<b>Contact</b>	Judith Shore Tel: 033 022 26052



### **Award of Call-off 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.

The Cabinet Member for Environment [delegated authority](#) to the Director of Environment and Public Protection to award a contract for scheme following the completion of the procurement process.

A call-off contract through the REFIT Framework is required which will permit a contractor to develop and complete a fully costed design, known in the framework terms as an Investment Grade Proposal (IGP). At the completion of the IGP period, and subject to the review and approval of the fully costed design for the project, the County Council will look to award a full design and build contract to a contractor (which will be the subject of a further key decision).

Upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award the call-off contract through the REFIT framework.

<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Wayne Lewis)
<b>Date added</b>	1 December 2023
<b>Month</b>	February 2024
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Rachel Ayres Tel: 033 022 25702
<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 call-off contract through the REFIT Framework is required which will permit a contractor to develop and complete a fully costed design, known in the framework terms as an Investment Grade Proposal.

At the conclusion of the call-off contract, the Assistant Director (Environment and Public Protection) will be asked to award the full design and build contract for the scheme.

<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/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Emma Ford Tel: 033 022 22196
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## 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.

<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Wayne Lewis)
<b>Date added</b>	20 September 2023
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Emma Ford Tel: 033 022 22196
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Finance and Property

### Property and Assets (Rolling Entry)

The [Council Plan](#) sets out the Council's ambition to minimise the burden of local taxation, delivering the agreed priorities for residents within the approved budget and capital programme. The Council maintains an [Asset Management Policy and Strategy](#) that details how the Council's Assets will be managed and developed to deliver against the targets within the Council Plan. An objective of the Asset Management Strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities.

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

### 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.

<b>Decision by</b>	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
<b>Date added</b>	20 November 2023
<b>Month</b>	January 2024

<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Jeremy Rigby Tel: 033 022 26460
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### **Performance and Resources Report - Quarter 3 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.

<b>Decision by</b>	Cabinet
<b>Date added</b>	
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	All Scrutiny Committees.  Representations concerning this proposed decision can be made to the decision-maker via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Adam Chisnall: 033 022 28314

## **Highways and Transport**

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

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

The ambitions will be delivered through a new [Enhanced Partnership](#) with the local bus companies. The work will also require collaboration with other partners including borough and district councils.

The funding is available until 31 March 2025 by when the ambitions must be delivered.

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

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

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

### Streetlighting LED Conversion Project

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

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

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

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

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	21 March 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Simon Osborne Tel: 033 022 26351
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**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.

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



### 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

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

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	20 September 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	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.

<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>	December 2023
<b>Consultation/ 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.  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel 033 022 26052

#### **Award of Highways Improvement Contracts Lots 4, 5 and 6 (phase 1)**

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In [January 2019](#), the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.

In November 2019, the Director of Highways, Transport and Planning [appointed contractors](#) to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.

Lots 4, 5 and 6 (carriageways, footways, and infrastructure works) are procured annually and a formal procurement process is underway for the delivery of highway works in 2024-2025.

At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the highway improvement contracts (phase 1).

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	5 December 2023
<b>Month</b>	January 2024

<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Award of Capital Delivery Highways Frameworks Lots 4, 5 and 6**

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In September 2023, the [Cabinet Member for Highways and Transport approved](#) the commencement of the procurement exercise for the provision of new Capital Delivery Frameworks (Lots 4, 5 and 6) to be effective from 1 April 2024 and delegated authority to the Assistant Director (Highways, Transport and Planning) to finalise the terms of and award the framework agreements for Lots 4, 5 and 6.

At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the highway framework agreements for Lots 4, 5 and 6.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	11 December 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Gary Rustell Tel: 033 022 26397
<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.

<b>Decision by</b>	Director of Public Health (Alison Challenger)
<b>Date added</b>	28 September 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the decision-maker, via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Tamsin Cornwall Tel: 033 022 28709
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Support Services and Economic Development

### **Award of Contract(s): Digital Innovation Project**

The County Council is working with the food and drink agricultural sectors across Sussex to improve their 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.

External funding has been sought and a procurement process to select a technology provider/operator to take forward the project has commenced, following decision [SSED01 23/24](#) taken in December 2023.

On the conclusion of the procurement process the Director of Place Services will be asked to agree to the award of a contract(s) to implement the digital innovation project, subject to confirmation by DSIT of the grant award.

<b>Decision by</b>	Director of Place Services (Lee Harris)
<b>Date added</b>	20 December 2023
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	Consultees will include Brinsbury College, Plumpton College, West Sussex Growers' Association  Representation can be made during the month prior to that in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Sarah Bazen Tel: 033 022 22374
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551