

# 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: 1 February 2024**

## Forward Plan Summary

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

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5	Cabinet Member for Adults Services (Cllr Amanda Jupp)	Adult Social Care Reablement in a Residential Setting	February 2024
6	Director of Adults and Health (Alan Sinclair)	Provision of Domestic Abuse Housing Support Services in West Sussex	February 2024
7	Director of Adults and Health (Alan Sinclair)	Contract Arrangements Nursing Dementia Residential Care Beds	February 2024
8	Director of Adults and Health (Alan Sinclair)	Annual Review of Fees paid to independent providers of Adult Social Care	February 2024
9	Director of Adults and Health (Alan Sinclair)	Award of Contract Care and Support at Home Services	March 2024
10	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
11	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)	Commissioning of College Alternative Provision for Key Stage 4 Learners	February 2024
12	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	February 2024
13	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of funding to create bulge classes for secondary pupils in East Grinstead	February 2024
14	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	February 2024
15	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	February 2024
15	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	February 2024
16	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)	February 2024
17	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)	Award of Adult Learning Community Learning Grant funded Programmes	February 2024
18	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Additional budget allocation for delivery of the new Secondary School at Brookleigh, Burgess Hill	March 2024

19	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley	March 2024
20	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Early Years and Childcare Strategy 2024 - 2026	March 2024
21	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Relocation of Jessie Younghusband Primary School and Expansion of St Anthony's School - Publication of Statutory Notices	March 2024
22	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Worthing High School - Allocation of Funding for Expansion of the Special Support Centre	March 2024
23	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	April 2024
24	Assistant Director (Communities) (Emily King)	Contingency Accommodation Arrangements (Rolling Entry)	Between February 2024 and December 2024
25	Chief Fire Officer (Sabrina Cohen-Hatton)	Fuel Cards Award of Contract	February 2024
26	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment	March 2024
27	Chief Fire Officer (Sabrina Cohen-Hatton)	Award of contract for Minibus Hire Services	April 2024
28	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Call-off Contract at the Halewick Lane Battery Storage site	February 2024
29	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Variation of the Materials Resource Management Contract	February 2024
30	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	March 2024
31	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Contract Award - Solar Photovoltaic and Battery Storage Programme	March 2024
32	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	April 2024

32	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Property and Assets (Rolling Entry)	Between April 2023 and March 2024
33	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Procurement of Building Maintenance Services Contract	January 2024
33	Cabinet	Performance and Resources Report - Quarter 3 2023/24	March 2024
34	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	February 2024
35	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	February 2024
36	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)	February 2024
37	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Contract award for a new bus service in Burgess Hill	February 2024
38	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Award of Capital Delivery Highways Frameworks Lots 4, 5 and 6	February 2024
39	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highways and Transport Delivery Programmes 2024-2025	February 2024
40	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Review of On-Street Parking Charges 2024/2025	April 2024
40	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)	Healthy Child Programme Procurement	March 2024
41	Director of Public Health (Alison Challenger)	Award of Contract Healthy Child Programme	December 2024
42	Director of Place Services (Lee Harris)	Award of Contract(s): Digital Innovation Project	March 2024

# Leader

None

## Adults Services

<b>Adult Social Care Reablement in a Residential Setting</b>	
<p>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.</p> <p>In March 2023 three of the current contracts were directly awarded <a href="#">OKD59 22/23</a> 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.</p>	
<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	15 November 2023
<b>Month</b>	February 2024
<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</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

### **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>	February 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 (via website)</b>	None
<b>Lead officer (report author)</b>	Sarah L Leppard Tel: 0330 022 23774
<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>	February 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

## Annual Review of Fees paid to independent providers of Adult Social Care

Rates and fees paid to independent providers of adult social care provision in the community and in accommodation based services are subject to annual review. The review will consider usual maximum rates for care homes and care homes with nursing; individually agreed rates paid to care homes and care homes with nursing and rates for supported living, shared lives; extra care and other community-based services.

Decisions on fees to be paid in the financial year 2024-25 will take account of a range of information, including but not limited to; recent decisions on National Living Wage, the current market position, the need and demand for services, the Council's strategic priorities, financial challenges for providers of care and support services and the financial position for the Council and the adult social care budget. During 2023 commissioners have engaged with representatives of the adult social care market to reflect feedback on both the challenges for the market and in the fees review process and in preparation for the review of fees.

The Director of Adults and Health will be asked to agree the fees and rates paid for commissioned services related to the adult social care and health portfolio for 2024-25.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	12 January 2024
<b>Month</b>	February 2024
<b>Consultation/ Representations</b>	<p>Consultation has been held with representatives from the Adult Social Care Market through a Fees subgroup throughout 2023/24 and through a provider forum. Consultation has commenced with the NHS Integrated Care Board.</p> <p>Representations, concerning this proposed decision, can be made via the officer contact.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050



## 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

None

### Learning and Skills Portfolio

#### 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**

February 2024

**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

**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>	February 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>	February 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

**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>	February 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>	February 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>	February 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>	February 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

**Additional budget allocation for delivery of the new Secondary School at Brookleigh, Burgess Hill**

In July 2022, the then Cabinet Member for Learning & Skills approved funding for the delivery of a new Secondary School at Brookleigh (formerly known as Northern Arc) in Burgess Hill, to provide 900 pupil places to the Burgess Hill area and include a Special Support Centre ([LS04\(22/23\)](#) refers).

Since then, inflationary and other pressures have increased the total estimated cost of the project and additional funds are now required for this project to be completed. Approval will therefore be sought for an additional budget allocation to enable the delivery of the Bedelands Academy Secondary School project.

Should the proposal be ready in time for inclusion in the Quarter 3 Performance and Resources Report at the Cabinet meeting on 12 March approval for the budget uplift will be sought as part of that report. If not, approval will be sought via a decision by the Cabinet Member for Children and Young People, Learning and Skills.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	26 January 2024
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	None currently identified.  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>	Lydia Schilbach Tel: 033022 25832
<b>Contact</b>	Wendy Saunders Tel: 033 022 2253

**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

## Early Years and Childcare Strategy 2024 -2026

The County Council have a range of statutory duties related to early years and childcare services which include the provision of sufficient childcare places to meet the needs of families in West Sussex. This includes planning to deliver the Department for Education's plans to expand the early years entitlement by increasing access to free childcare which will commence in a phased approach from April 2024.

The Council is therefore developing 'Right from the Start', which is the Early Years and Childcare Strategy to support changes locally. These include improved collaborative working, delivering on the expansion of childcare as well as ensuring a strategic framework for maintaining efficient and high-quality provision and increased outcomes. The Strategy will set out the vision for providing support for children and their families from pre-birth to aged five for early education entitlements, and from birth to 14 where families access wraparound childcare provision.

The Cabinet Member for Children Young People, Learning and Skills will be asked to approve adoption of the Early Years and Childcare Strategy.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
<b>Date added</b>	2 January 2024
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	<ul style="list-style-type: none"> <li>• Parents and Carers</li> <li>• YourVoice Public Survey undertaken during autumn 2023</li> <li>• Partner organisations</li> </ul> <p>Representations concerning this proposed decision can be made to the decision-maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Helen Gillespie Tel: 033 022 29312
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Relocation of Jessie Younghusband Primary School and Expansion of St Anthony's School - Publication of Statutory Notices

St Anthony's School in Chichester is a Special School for children and young people aged between 4 and 16 with moderate learning difficulties. 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. This would provide the opportunity to expand St Anthony's into the vacant Jessie Younghusband site.

In December 2023 the Cabinet Member for Children and Young People, Learning and Skills approved the launch of a public consultation, in accordance with Department for Education (DfE) guidance, to seek views on the proposals. ([decision CYPLS05\(23/24\)](#) refers). The consultation is open until 31 January 2024 and views and comments are invited from interested parties to assist in further shaping the proposals.

Following the conclusion of the consultation the feedback received will be reviewed; should it be determined that any of the proposals should proceed, the appropriate method for formalising the changes will be undertaken.

For the proposed relocation of Jessie Younghusband Primary School and expansion of St Anthony's School this would mean progressing the publication of statutory notices, in accordance with [DfE guidance for making prescribed alterations to maintained schools](#). Therefore, following a review of the consultation feedback, the Cabinet Member for Children and Young People, Learning and Skills would be asked to consider whether to proceed with approving the publication of statutory notices for the relocation of Jessie Younghusband and expansion of St Anthony's school. As part of this proposal the Cabinet Member would also be asked to consider delegating authority to the Interim Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	26 January 2024
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	Schools & Governing Bodies Parents and carers Dioceses  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</b> (report author)	Graham Olway Tel: 033 022 23029

<b>Contact</b>	Wendy Saunders Tel: 033 022 22553
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**Worthing High School - Allocation of Funding for Expansion of the Special Support Centre**

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

In October 2020 the then Cabinet Member for Education and Skills agreed that work was progressed to explore the options for expanding existing Special Support Centres (SSC) or creating new SSCs. One of these proposals was for the expansion of the SSC at Worthing High School to create additional places and the redesignation of the SSC from Additional Learning Needs to Social Communication Needs ([Decision reference ES09 \(20/21\)](#)).

Since that time options appraisals and design work has been undertaken and costed in relation to providing suitable and sufficient accommodation for an expanded SSC at Worthing High School.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to expand the Special Support Centre at Worthing High School to progress.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
<b>Date added</b>	26 January 2024
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	Staff Governors  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: 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>	April 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>	Lydia Schilbach Tel: 033022 25832
<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 February 2024 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>	February 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

## **Environment and Climate Change**

### **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

### **Variation of the Materials Resource Management Contract**

Under section 45A of the Environment Act 2021 and the Government’s Simpler Recycling policy, Waste Collection Authorities (WCAs) will be required to collect food waste separately at the kerbside. Under earlier legislation, it falls to the County Council as Waste Disposal Authority (WDA) to arrange for the disposal of the “controlled waste” collected in its area by the WCAs.

The Government has now confirmed food waste will need to be collected separately from household waste across England by March 2026 and separately from small, medium and large non-household waste producers by March 2025.

The County Council is engaging with the WCAs on timescales for when they intend to start collecting separate food waste.

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

1. The variation of the existing Materials Resource Management Contract (MRMC) and the appropriate associated capital investment by the County Council to allow its waste disposal services under the MRMC to accommodate these legislative changes.
2. The commencement of procurement of a contract for the disposal of refuse derived fuel until 2035 with a possible extension of that contract until 2040.

The decision delegated authority to the Assistant Director (Environment and Public Protection) to agree, in consultation with the Cabinet Member for Environment and Climate Change and the Directors of Finance and Legal Services, the necessary variation of the MRMC.

The Assistant Director (Environment and Public Protection) will be asked to vary the MRMC to allow for the government mandated changes to food waste collection.

<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Wayne Lewis)
<b>Date added</b>	16 January 2024
<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>	Gareth Rollings Tel: 033 022 24161
<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

### 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.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	30 June 2023
<b>Month</b>	April 2024
<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

## 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 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

<b>Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)</b>	
<p>In April 2022 the Government confirmed that the County Council would be awarded c. £17.4m to deliver some of the ambitions in its <a href="#">Bus Services Improvement Plan</a>.</p> <p>The ambitions will be delivered through a new <a href="#">Enhanced Partnership</a> with the local bus companies. The work will also require collaboration with other partners including borough and district councils.</p> <p>The funding is available until 31 March 2025 by when the ambitions must be delivered.</p> <p>In January 2023, the Cabinet Member for Highways and Transport <a href="#">approved</a> the capital and revenue budgets for the delivery of ambitions in the Enhanced Partnership Spending Plan and delegated authority to the Assistant Director (Highways, Transport and Planning) to undertake the procurement process and award contracts for the capital projects and for revenue expenditure.</p> <p>The procurement processes are underway and, upon their conclusion, the Assistant Director (Highways, Transport and Planning) will be asked to award the contracts for the various schemes.</p>	
<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	21 March 2023
<b>Month</b>	February 2024

<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>	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, 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>	February 2024
<b>Consultation/ Representations</b>	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.
<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

<b>Contract award for a new bus service in Burgess Hill</b>
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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)
<b>Date added</b>	9 October 2023
<b>Month</b>	February 2024
<b>Consultation/ Representations</b>	<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>
<b>Background documents (via website)</b>	None
<b>Lead officer (report author)</b>	Bill Leath Tel: 033 022 25438
<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>	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>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Highways and Transport Delivery Programmes 2024-2025

The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2024/25 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2024/25 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.

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

1. the Highway and Transport Delivery Programmes 2024-25; and
2. delegate authority to the Assistant Director (Highways, Transport and Planning) to adjust the 2024/25 Delivery Programmes to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies, or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	9 January 2024
<b>Month</b>	February 2024
<b>Consultation/ Representations</b>	<p>The Local Transport Improvement Programme, Strategic Transport Investment Programme and the Community Highway Schemes etc. are, or have been, subject to consultation with local county councillors and/or district, borough and parish councils, depending on the scope and nature of individual schemes.</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>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Review of On-Street Parking Charges 2024/2025**

The on-street parking charges review for 2024/25 will review all on-street parking charges in West Sussex, including all parking permits, parking bay suspensions and pay and display areas.

The Cabinet Member for Highways and Transport will be asked to implement any changes from July 2024.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	22 January 2024
<b>Month</b>	April 2024
<b>Consultation/ Representations</b>	Internal with district and borough councils  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>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## **Public Health and Wellbeing**

### **Healthy Child Programme Procurement**

The Health and Social Care Act 2012 sets out the statutory responsibility for the West Sussex County Council to deliver and commission public health services for children and young people aged 5-19 years. On 1st October 2015 the Council became responsible for statutory children's public health services, referred to as the Healthy Child Programme (HCP). This is a national programme of pre-school and school age services from Health visitors including the Family Nurse Partnership (FNP) and School nurses delivering Public Health outcomes for children and young people 0-19 years of age (25 years of age for young people with special educational needs and disabilities). The current Healthy Child Programme contract will conclude in March 2025.

The Cabinet Member for Public Health and Wellbeing will be asked to endorse the procurement of a new contract to deliver the Healthy Child Programme in West Sussex and delegate authority to the Director of Public Health to award the contract(s).

<b>Decision by</b>	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
<b>Date added</b>	22 January 2024
<b>Month</b>	March 2024



<b>Consultation/ Representations</b>	<p>Consultation undertaken with families using Healthy Child Programme Services via the Your Voice Engagement Hub during February 2024.</p> <p>Representations regarding this proposed decision can be made via the officer contact.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Fiona Mackison Tel: 033 022 27049
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Award of Contract Healthy Child Programme**

The Health and Social Care Act 2012 sets out the statutory responsibility for the West Sussex County Council to deliver and commission public health services for children and young people aged 5-19 years. On 1st October 2015 the Council became responsible for statutory children's public health services, referred to as the Healthy Child Programme (HCP). This is a national programme of pre-school and school age services from Health visitors including the Family Nurse Partnership (FNP) and School nurses delivering Public Health outcomes for children and young people 0-19 years of age (25 years of age for young people with special educational needs and disabilities). The current HCP contract will conclude in March 2025.

Following a procurement process agreed by the Cabinet Member for Public Health and Wellbeing, the Director of Public Health will be asked to award the contract(s).

<b>Decision by</b>	Director of Public Health (Alison Challenger)
<b>Date added</b>	26 January 2024
<b>Month</b>	December 2024
<b>Consultation/ Representations</b>	<p>Consultation with families using Healthy Child Programme Services via the Your Voice Engagement Hub during February 2023.</p> <p>Representations on this proposed decision can be made via the officer contact.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Fiona Mackison Tel: 033 022 27049

<b>Contact</b>	Erica Keegan Tel: 022 033 26050
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## Support Services and Economic Development

<b>Award of Contract(s): Digital Innovation Project</b>	
<p>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.</p> <p>External funding has been sought and a procurement process to select a technology provider/operator to take forward the project has commenced, following decision <a href="#">SSED01 23/24</a> taken in December 2023.</p> <p>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.</p>	
<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>	<p>Consultees will include Brinsbury College, Plumpton College, West Sussex Growers' Association</p> <p>Representation can be made during the month prior to that in which the decision is due to be taken.</p>
<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