

# 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: 12 April 2024**

## Forward Plan Summary

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

<b>Page No</b>	<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
5	Cabinet Member for Adults Services (Cllr Amanda Jupp)	Adult Social Care Reablement in a Residential Setting	April 2024
6	Director of Adults and Health (Alan Sinclair)	Contract Arrangements Nursing Dementia Residential Care Beds	April 2024
6	Director of Adults and Health (Alan Sinclair)	Extra Care Commissioning	April 2024
7	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
8	Director of Adults and Health (Alan Sinclair)	Award of Contract Care and Support at Home Services	July 2024
9	Director of Children, Young People and Learning (Lucy Butler)	Commissioning of Housing Related Support Services for 16-24 year olds	April 2024
10	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	April 2024
11	Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	April 2024
12	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	April 2024
12	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Early Years and Childcare Strategy 2024 - 2027	April 2024
13	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	April 2024
14	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley	April 2024
15	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
16	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Consultation on proposal to change the status of Millais School, Horsham from an all girls' school to a co-educational school	April 2024

17	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Investment in rebuild of Holy Trinity CE School Gossops Green, Crawley	April 2024
18	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Proposed amalgamation of Littlehaven Infant School and Northolmes Junior School in Horsham	April 2024
19	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Funding allocation for delivery of remedial works to the Playing Field at Bramber Primary School, Worthing	May 2024
19	Assistant Director (Education and Skills) (Claire Hayes)	Commissioning of a proactive and reactive kitchen equipment maintenance contract	June 2024
20	Assistant Director (Communities) (Emily King)	Provision of Domestic Abuse Housing Support Services in West Sussex (Lot 2 South)	April 2024
21	Assistant Director (Communities) (Emily King)	Contingency Accommodation Arrangements (Rolling Entry)	Between April 2024 and December 2024
22	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment	April 2024
23	Cabinet	West Sussex Fire and Rescue Service Statement of Assurance 2023-2024	June 2024
24	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Contract Award - Solar Photovoltaic and Battery Storage Programme	April 2024
25	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	April 2024
25	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	West Sussex Waste Local Plan: five-year assessment	May 2024
26	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	West Sussex Minerals and Waste Development Scheme 2024-2027	June 2024
27	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Call-off Contract at the Halewick Lane Battery Storage site	June 2024
28	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	June 2024
29	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Property and Assets (Rolling Entry)	Between April 2023 and April 2024

29	Assistant Director (Property and Assets) (Andrew Edwards)	Contract award - Hard Facilities Management Building Maintenance Services	May 2024
30	Cabinet	Performance and Resources Report - Quarter 4 2023/24	June 2024
31	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	April 2024
32	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	April 2024
32	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Contract award for a new bus service in Burgess Hill	April 2024
33	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Maintenance Delivery Contract Procurement - Lots 1 and 2	April 2024
34	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Review of On-Street Parking Charges 2024/2025	April 2024
35	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Active Travel Fund Tranche 4 - capital allocation and approval of schemes	May 2024
36	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)	Healthy Child Programme Procurement	April 2024
37	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)	Local Stop Smoking Services and Support Grant Funding	April 2024
38	Director of Public Health (Alison Challenger)	Award of Contract Healthy Child Programme	December 2024
39	Director of Place Services (Lee Harris)	Award of Contract(s): Digital Innovation Project	May 2024
39	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)	Additional funding and procurement of services to support the implementation of the business support systems to replace SAP	May 2024
40	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)	Bognor Regis Esplanade Public Realm Improvements Scheme - design, additional capital allocation and procurement	May 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>	April 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

### **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>	April 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

### **Extra Care Commissioning**

The Council is working in partnership with district and borough councils, housing providers and registered care providers to develop extra care housing across West Sussex. Extra Care provides an alternative option for people who require care but want to retain their independence through having their own property.

Following a contract hand back and a resulting call-off procurement process using the WSCC Care and Support in Extra Care Housing Dynamic Purchasing System (DPS) between December 2023 and March 2024, the Council is now in a position to award a contract for the delivery of Care and Support in Extra Care Housing at Monaveen, situated in Eastergate.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	15 February 2024
<b>Month</b>	April 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>	Chris Jones Tel: 0330 022 28249
<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
<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.

A decision was taken in January 2024 ([AS03\(23/24\)](#)) to extend the current contract arrangements and to commence the procurement of care and support at home services with new contracting arrangements planned to commence on 29<sup>th</sup> September 2024.

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 awards.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	11 April 2023
<b>Month</b>	July 2024



<b>Consultation/ Representations</b>	<p>Consultation has been undertaken with the care and support at home care market.</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>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Children and Young People, Learning and Skills

### Children and Young People Portfolio

<b>Commissioning of Housing Related Support Services for 16-24 year olds</b>	
<p>The County Council provide a range of Housing Related Support services in accommodation-based settings to young people aged 16-24-years old that are either care experienced or at risk of homelessness.</p> <p>These services were procured in 2019 and the contracts subsequently extended in 2022 (decision <a href="#">OKD22 (22/23)</a> refers).</p> <p>The contracts for young people aged 16–24-years old are due to come to the end of the maximum permissible term on 30th September 2024 with no further options for extension. Options are currently being explored for redesigning the future delivery of services to support young people that are either care experienced or at risk of homelessness.</p> <p>Whilst further work is undertaken to develop the redesigned service it is proposed that arrangements with existing providers continue through direct contract awards for the provision of Housing Related Support in accommodation-based settings for up to a further 12 months (until 30th September 2025). This will allow a new procurement of the re-modelled service to then follow.</p> <p>The Director of Children, Young People and Learning will be asked to approve the direct award of contracts to existing providers.</p>	
<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	21 February 2024
<b>Month</b>	April 2024

<b>Consultation/ Representations</b>	Existing Providers  Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Shelly Dichello Tel: 033 022 24131
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Learning and Skills Portfolio

<b>Allocation of Capital Funding to create increased provision for girls' changing at St Andrew's CE High School, Worthing</b>	
<p>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 (<a href="#">Decision ES08(20/21)</a> refers).</p> <p>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.</p> <p>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.</p>	
<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>	April 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 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>	April 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)
<b>Date added</b>	1 December 2023
<b>Month</b>	April 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

**Early Years and Childcare Strategy 2024 - 2027**

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>	April 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> <li>• Children and Young People’s Services Scrutiny Committee – 28 February 2024</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

### **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>	April 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

**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>	April 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>	Rachel Sobek
<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

**Consultation on proposal to change the status of Millais School, Horsham from an all girls' school to a co-educational school**

Millais is a girls' secondary school in Horsham catering for pupils aged 11-16. The demand for places at the school has been declining at a time when there is a shortfall of places for boys in the wider Horsham area.

It is proposed to undertake a consultation to seek views on changing the status of Millais School from a single sex girls' school to a co-educational school, thereby increasing the number of available secondary places for boys in the Horsham area. The proposed changes would mean that Millais would no longer admit only girls as pupils from September 2026 and each year of entry thereafter would be co-educational. There are no changes proposed to have co-educational provision for any of the existing year groups on roll.

This proposal constitutes a prescribed alteration for school planning purposes and so the consultation would be carried out in line with [Department for Education \(DfE\) guidance](#).

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the launch of a public consultation to seek views on the proposal for Millais school to become co-educational from September 2026.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
<b>Date added</b>	29 February 2024
<b>Month</b>	April 2024
<b>Consultation/ Representations</b>	<p>School and Governing Body            Members of the public            Parents            Dioceses            Councillors            District &amp; Borough Councils            Governing Bodies of local schools            MP</p> <p>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</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Graham Olway Tel: 033 022 23029
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553



### **Investment in rebuild of Holy Trinity CE School Gossops Green, Crawley**

The Department for Education is proposing to fund and procure the rebuild of Holy Trinity CE Secondary School in Gossops Green Crawley as a 7 form entry school.

The County Council proposes to support the extension of the rebuild to accommodate 8 forms of entry and the Department for Education is supportive of this, provided the value of this extension of capacity is funded by the County Council.

The construction is due to start in April 2025 and the building is due for completion in stages between May 2026 and November 2027.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to identify and commit the capital funds required for this addition to the scope of the proposed rebuild.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	19 March 2024
<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 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>	Graham Olway Tel: 033 022 23029
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Proposed amalgamation of Littlehaven Infant School and Northolmes Junior School in Horsham

Littlehaven Infant School and Northolmes Junior School federated in September 2014 to become part of the Greenfields Federation. The schools share a Governing Body, Headteacher and two Assistant Headteachers.

It is proposed that the two schools are amalgamated to create an all-through primary school on the Northolmes Junior site with effect from September 2025. This proposal would establish a Year R – Year 6 provision serving the local community, enabling families to benefit from a teaching and learning experience for their children located on one school site, offering Early Years to KS2 progression.

An amalgamation of two schools takes place by increasing the age range of one school and closing another. In this case, Northolmes Junior School would increase its age range from age 7 – 11 (Y3 – Y6) to become an age 4 – 11 (YR – Y6) all through primary school and Littlehaven Infant School would close from September 2025.

In accordance with the [Department for Education’s guidance for making prescribed alterations to maintained schools](#) a four-week informal consultation with all major stakeholders has been undertaken to obtain feedback regarding the proposals.

Following assessment of the outcome of the informal consultation, the Cabinet Member for Children and Young People, Learning and Skills will be asked to decide whether to publish statutory notices for a further four-week period seeking representations on the proposed amalgamation. The Cabinet Member will also be asked to consider delegating authority to the 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 Jacque Russell)
<b>Date added</b>	21 March 2024
<b>Month</b>	April 2024
<b>Consultation/ Representations</b>	<p>Parents and carers from the school communities involved  Governors, Leadership Team and Staff of the schools involved  Greenfields Federation  Members of the public  Diocese of Chichester and Diocese of Arundel and Brighton  Local Member  Horsham District Council  Crawley Borough Council  Neighbouring Schools  Local MP</p> <p>Representations concerning this proposed decision can be made to the decision-maker, via the report author, by the beginning of the month in which the decision is due to be taken.’</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Vanessa Cummins Tel: 033 022 23046

<b>Contact</b>	Wendy Saunders Tel: 033 022 2253
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**Funding allocation for delivery of remedial works to the Playing Field at Bramber Primary School, Worthing**

The playing field at Bramber Primary School is currently deemed unsafe for educational purposes due to flints from the underlying soil structure coming to the surface. This means that Physical Education lessons are predominantly taking place using indoor facilities and through the hire of external venues.

Remedial works are required to improve the playing surface of the playing field and enable the school to resume use.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of the required funding to enable the delivery of the remedial works to the playing field at Bramber Primary School. The Cabinet Member will also be asked to delegate authority to Assistant Director (Property and Assets) to award contracts for the work as required.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
<b>Date added</b>	15 March 2024
<b>Month</b>	May 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>	Ron Robson Tel: 033022 27466
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Commissioning of a proactive and reactive kitchen equipment maintenance contract**

The County Council is responsible for the proactive and reactive kitchen equipment maintenance in around 200 primary phase schools and special schools. To meet this need the intention is to let a contract which would include an annual service visit to each school to ensure equipment is operating safely and efficiently and reactive maintenance when a piece of equipment fails.

The Assistant Director (Education and Skills) will be asked to endorse the procurement and approve the award of a contractor for proactive and reactive kitchen equipment maintenance for a maximum 5 year period commencing in August 2024.

<b>Decision by</b>	Assistant Director (Education and Skills) (Claire Hayes)
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<b>Date added</b>	27 March 2024
<b>Month</b>	June 2024
<b>Consultation/ Representations</b>	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>	John Figgins Tel: 033 02222814
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Community Support, Fire and Rescue

<b>Provision of Domestic Abuse Housing Support Services in West Sussex (Lot 2 South)</b>	
<p>A decision to provide Domestic Abuse Housing Support Services in West Sussex was published in the Forward Plan on 3 March 2024. The contracted services will provide support and accommodation to those fleeing Domestic Abuse in West Sussex.</p> <p>Following feedback from contract bidders that had expressed an interest, the tender was split into 2 Lots – North and South. This meant that the accommodation requirement for each lot was reduced to 8 units. It was also agreed to allow bidders at least 6 weeks from the publication of the tender notice to the bid deadline to give time to source accommodation. The procured services will accommodate and support customers in dispersed units rather than in traditional refuge style. The services will accommodate and support those that historically have not been able to access refuge services. These include those with older male children, women with additional support needs such as mental health issues, larger families and men experiencing domestic abuse.</p> <p>The contract for Lot 1 North has been awarded (<a href="#">OKD49 (23/24)</a> refers) and so this decision remains in the forward plan to ask the Assistant Director of Communities to award the contract for Lot 2 South to the bidder that provides the most economically advantageous tender.</p>	
<b>Decision by</b>	Assistant Director (Communities) (Emily King)
<b>Date added</b>	3 March 2023
<b>Month</b>	April 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>	Sarah L Leppard Tel: 0330 022 23774
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Contingency Accommodation Arrangements (Rolling Entry)**

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

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

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

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

<b>Decision by</b>	Assistant Director (Communities) (Emily King)
<b>Date added</b>	20 November 2023
<b>Month</b>	Between April 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

**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>	April 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

## West Sussex Fire and Rescue Service Statement of Assurance 2023-2024

Fire and rescue authorities must provide assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their Community Risk Management Plan (CRMP) and as part of the Fire and Rescue National Framework for England.

This statement outlines the way in which the West Sussex Fire & Rescue Authority and its fire and rescue service delivered the requirements contained in the National Fire and Rescue Framework and the authority's CRMP during 2023/2024. It reinforces the commitment to provide communities with clear information about how public funds are managed and assure the effectiveness of financial, governance and operational fire service arrangements.

All partners involved have been asked to formally endorse the Annual Statement of Assurance 2023-24. Cabinet will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance for 2023-24.

<b>Decision by</b>	Cabinet
<b>Date added</b>	12 March 2024
<b>Month</b>	June 2024
<b>Consultation/ Representations</b>	<p>The Fire and Rescue Scrutiny Committee will review the West Sussex Fire and Rescue Service Statement of Assurance 2023-2024 on 17 June 2024.</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>	Chief Fire Officer (Sabrina Cohen-Hatton)
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Environment and Climate Change

## 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>	April 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

### West Sussex Waste Local Plan: five-year assessment

Planning regulations require planning authorities to undertake assessments of adopted Local Plans every five years, to assess if they remain relevant and effective. The [West Sussex Waste Local Plan](#) was adopted in April 2014, first assessed in 2019, and a further five-year assessment is being undertaken.

The Cabinet Member for Environment and Climate Change will be asked to advise the County Council on the outcome of the five-year assessment of the Waste Local Plan and make a recommendation as to whether a review should be undertaken.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	12 April 2024
<b>Month</b>	May 2024

<b>Consultation/ Representations</b>	Informal consultation with the South Downs National Park Authority  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>	Rupy Sandhu Tel: 033 022 26454
<b>Contact</b>	Judith Shore Tel: 033 022 26052

<b>West Sussex Minerals and Waste Development Scheme 2024-2027</b>	
<p>The County Council is required to prepare a Minerals and Waste Development Scheme, which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period. The current Scheme covers the period 2023-2026 and needs to be updated; the decision report will consider the revised Scheme for the period 2024-2027.</p> <p>The Cabinet Member for Environment and Climate Change will be asked to approve the West Sussex Minerals and Waste Development Scheme 2024-2027.</p>	
<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	21 February 2024
<b>Month</b>	June 2024
<b>Consultation/ Representations</b>	Informal consultation with the South Downs National Park Authority  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>	Rupy Sandhu Tel: 033 022 26454
<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>	June 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>	June 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

## **Finance and Property**

<b>Property and Assets (Rolling Entry)</b>	
<p>The <a href="#">Council Plan</a> sets out the Council’s ambition to minimise the burden of local taxation, delivering the agreed priorities for residents within the approved budget and capital programme. The Council maintains an <a href="#">Asset Management Policy and Strategy</a> that details how the Council’s Assets will be managed and developed to deliver against the targets within the Council Plan. An objective of the Asset Management Strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities.</p>	
<b>Decision by</b>	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
<b>Date added</b>	1 April 2023
<b>Month</b>	Between April 2023 and April 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

<b>Contract award - Hard Facilities Management Building Maintenance Services</b>	
<p>In March 2024, the Cabinet Member for Finance and Property <a href="#">approved</a> the commencement of a procurement procedure to award a Hard Facilities Management (FM) Building Maintenance Services contract to start on 1 October 2024 and delegated authority to the Assistant Director of Property and Assets to award the contract.</p> <p>This new Hard FM contract will replace the existing Maintenance Term Contract, which will not be extended beyond its conclusion on 30 September 2024. The new contract will deliver a greater scope of maintenance activities, consolidating the bulk of Hard FM activity within a single contract.</p> <p>Upon the conclusion of the procurement process, the Assistant Director (Property and Assets) will be asked to approve the contract to procure these services and enable a transfer of responsibilities from the existing contractor.</p>	
<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	8 April 2024
<b>Month</b>	May 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>	Jeremy Rigby Tel: 033 022 26460
<b>Contact</b>	Judith Shore Tel: 033 022 26052

<b>Performance and Resources Report - Quarter 4 2023/24</b>	
<p>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 &amp; 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.</p>	
<b>Decision by</b>	Cabinet
<b>Date added</b>	
<b>Month</b>	June 2024
<b>Consultation/ Representations</b>	<p>All Scrutiny Committees.</p> <p>Representations concerning this proposed decision can be made to the decision-maker via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<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>	April 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>	April 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

### **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)
<b>Date added</b>	9 October 2023
<b>Month</b>	April 2024
<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

### **Highway Maintenance Delivery Contract Procurement - Lots 1 and 2**

The County Council [approved the award](#) of single supplier and framework agreement contracts for the delivery of highways maintenance works in November 2019.

Lot 1 (Core Maintenance) and Lot 2 (Drainage Cleansing) contracts end in March 2025 and the 2019 decision allowed for contract extensions up to 5 years.

However, the current and projected levels of spend associated with these contracts, means that extension of the contracts is not permissible within current procurement legislation. Therefore, new contracts are required to start in April 2025

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

1. approve the commencement of a procurement process for Lot 1 (Core Maintenance) and Lot 2 (Drainage Cleansing) contracts; and
2. delegate authority to the Assistant Director (Highways, Transport and Planning) to finalise the terms of and award contracts for Lots 1 and 2 at the conclusion of the procurement process in accordance with the County Council's Standing Orders on Procurement and Contracts.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	21 February 2024
<b>Month</b>	April 2024

<b>Consultation/ Representations</b>	Internal review and extensive industry engagement has been undertaken to understand the benefits of the proposed approach and industry interest  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

### **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

### **Active Travel Fund Tranche 4 - capital allocation and approval of schemes**

The County Council was given the opportunity submit a bid to the Active Travel Fund Tranche 4 and Active Travel England (ATE) has allocated up to £1,095,186 for walking and cycling infrastructure schemes to improve active travel infrastructure in the county.

ATE tranche 4 funding is designed to help local authorities produce walking, wheeling and cycling facilities. The County Council has previously been successful when submitting bids for funding and subsequently upgraded parts of the highway network with active travel infrastructure.

Proposals for four schemes (B2259, Felpham Way, Felpham; Lancing Beach Green segregated cycle path; Lavant Puffin crossing; and Yapton Primary School) have been approved by ATE. The proposed schemes are supported by local Members, and key stakeholders and local residents will be asked for their views.

The Cabinet Member for Highways and Transport will be asked to approve the capital allocation, the schemes to be progressed and delegate authority to the Assistant Director (Highways, Transport and Planning) to award subsequent contracts.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	8 April 2024
<b>Month</b>	May 2024
<b>Consultation/ Representations</b>	Local County Council Members, residents and key stakeholders including Cycle Forums, Bus Operators, Emergency Services, District, Borough, Parish, Town Councils, neighbouring authorities, freight services and local businesses.  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>	Ian Patrick
<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>	April 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

## Local Stop Smoking Services and Support Grant Funding

As part of [the government's announcement to create a 'smokefree generation'](#) additional funding has been confirmed for local authority led stop smoking services and support. The funding will be delivered through a new section 31 grant, with West Sussex County Council (WSCC) receiving approximately £1.075 million for the financial year 2024 to 2025. Additional funding has been confirmed for the subsequent 4 years: 2025 to 2026, through to the financial year 2028 to 2029. The exact amount will be confirmed each year. This funding will be ringfenced for WSCC led stop smoking services and support. The government has communicated detailed funding criteria to WSCC through a formal grant agreement process.

To receive the funding, the council must maintain its existing spend on stop smoking services, based on the stop smoking service data spend for the year 2022 to 2023 and ensure this level of funding is maintained throughout the whole grant period. The council will also need to comply with the reporting requirements for expenditure related to the stop smoking service by submitting quarterly reports to NHS England.

The Cabinet Member for Public Health and Wellbeing will be asked to take a decision on Local Stop Smoking Services and Support Grant Funding.

<b>Decision by</b>	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
<b>Date added</b>	4 March 2024
<b>Month</b>	April 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>	Alison Challenger
<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

## **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>	May 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

### **Additional funding and procurement of services to support the implementation of the business support systems to replace SAP**

The County Council has previously commenced a programme to secure and put in place a comprehensive system to replace SAP as the Council's business services system or Enterprise Resource Planning (ERP) solution. This programme was paused in September 2023 to review the programme approach and the overall funding of the programme.

Following that review the Cabinet Member will be asked to endorse the selection of Oracle Fusion as the preferred system and to confirm additional funding to enable the delivery of the new system and its full implementation. The Cabinet Member will also be asked to support the procurement of external expertise and suppliers to support that implementation.

The proposed ERP system will enable the Council to introduce more effective business arrangements across the full range of finance and HR functions and to do so before the current system (SAP) come to the end of its technical support.

<b>Decision by</b>	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)
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<b>Date added</b>	3 April 2024
<b>Month</b>	May 2024
<b>Consultation/ Representations</b>	Performance and Finance Scrutiny Committee  Representations concerning this proposed decision can be made to the Director of Finance and Support Services and of HR and Organisational Development via the officer contact, up to the date of the meeting of the Scrutiny Committee in the month in which the decision is due to be taken.
<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

**Bognor Regis Esplanade Public Realm Improvements Scheme - design, additional capital allocation and procurement**

The Arun Growth Programme (2018) identified public realm improvements along the section of the Esplanade, between Lennox Street and Clarence Road, for a highway and landscape improvement scheme. The Director of Place Services confirmed progression to the detailed design stage of the project in April 2022 ([SSED04 21-22](#)). This project will tie in with wider Growth Programme priorities along the seafront such as the Arun District Council-led renovation of the Alexandra Theatre, the Regis Centre and the adjacent Place St Maur completed improvements. Seafront plans also include upgrades to the Bognor Regis Arcade and private investment for a new seafront Premier Inn hotel.

The Cabinet Member for Support Services and Economic Development will be asked to approve:

- an increase in the capital allocation for the scheme
- detailed design plans
- future landscaping maintenance arrangements with Arun District Council
- consultation on the changes to speed limits and parking enforcement
- the commencement of the procurement process
- the delegated authority to the Director of Place Services to award the contract for the works.

<b>Decision by</b>	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)
<b>Date added</b>	12 April 2024
<b>Month</b>	May 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>	Stephen Reed Tel: 07900 152645
<b>Contact</b>	Adam Chisnall Tel: 033 022 28314