

# 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 October 2024**

## Forward Plan Summary

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

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14	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Allocation of Funding for design fees for the creation of a Satellite Site for Oak Grove College, Worthing	October 2024
15	Assistant Director (Property and Assets) (Andrew Edwards)	Award of Contract for delivery of the new Secondary School at Brookleigh, Burgess Hill	October 2024
16	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Allocation of Childcare Expansion Capital Grant	October 2024
17	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	November 2024
18	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)	Commissioning an Adult Learning and Skills Framework	November 2024

19	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for adaptations to Arun House in Horsham, to provide a Satellite site for Queen Elizabeth II Silver Jubilee School, Horsham.	December 2024
20	Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for works for the Refurbishment of the Changing Rooms at Midhurst Rother College	December 2024
21	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Allocation of funding for design fees for the development of Homefield Primary School, Worthing	February 2025
22	Assistant Director (Communities) (Emily King)	Contingency Accommodation Arrangements (Rolling Entry)	Between October 2024 and December 2024
23	Assistant Director (Communities) (Emily King)	Provision of Domestic Abuse Housing Support Services in West Sussex (Lot 2 South)	October 2024
24	Chief Fire Officer (Sabrina Cohen-Hatton)	West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment	December 2024
25	Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	October 2024
26	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Procurement of provision for Clinical Waste Services	October 2024
27	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Property and Assets (ROLLING ENTRY)	October 2024
28	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Joint Venture Development Funding	October 2024
29	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)	Durban House, Bognor - Reinstatement Works	October 2024
29	Cabinet	Performance and Resources Report - Quarter 2 2024/25	December 2024
30	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	A259 Bognor Regis to Littlehampton Corridor enhancement scheme: capital allocation and award of engineering design and planning support contracts	September 2024
31	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Active Travel - Proposed New 'School Streets' and other travel to school improvements	September 2024
32	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	October 2024
33	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	October 2024

34	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	A2300 Corridor Improvement Scheme - capital allocation	October 2024
34	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Highway Maintenance Delivery Contract Extension - Hedge Maintenance & Grass Cutting Services, Lot 3	October 2024
35	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Network Management Plan	December 2024
36	Assistant Director (Highways, Transport and Planning) (Matt Davey)	Highway Maintenance Delivery Contract Awards - Lots 4, 5, 6 & 7	December 2024
37	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)	NHS Sussex Shared Delivery Plan Refresh Year 2	October 2024
38	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)	Healthy Child Programme Commissioning	December 2024
39	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)	Allocation of Funding - Preliminary and detailed design phase of Chichester City Centre (North/East streets) Public Realm Improvement	September 2024
40	Director of Human Resources and Organisational Development (Gavin Wright)	Contract Extension for Oracle Fusion Licences	November 2024

# Leader

None

## Adults Services

### **Direct Award Homelessness and Domestic Abuse Housing Related Support contracts in West Sussex**

The Director of Adults and Health will be asked to approve the direct award of five Housing Related Support contracts (Homelessness and Domestic Abuse) in West Sussex. The new contracts will have an initial term of eighteen months with the option to extend for up to a further twelve months and will commence on 1st October 2024.

Four of the contracted services provide support and accommodation to those experiencing homelessness and/or rough sleeping. The fifth contract provides refuge accommodation for those fleeing Domestic Abuse.

The services assist the council in meeting its statutory duties and some of the specific outcome priorities as detailed in the West Sussex Our Council Plan.

These are:

- Keeping people safe from vulnerable situations.
- A sustainable and prosperous economy.
- Helping people and communities to fulfil their potential.
- Making the best use of resources

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	3 July 2024
<b>Month</b>	October 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

## **Direct Award of Pathways Home Housing Related Support contracts in West Sussex**

The Director of Adults and Health will be asked to approve the direct award of six Housing Related Support contracts in West Sussex. These are the 'Pathways Home' services which are co-funded with our District and Borough partners. The new contracts will have an initial term of twelve months with the option to extend for up to a further twelve months and will commence on 1st April 2025.

All six contracts provide support to those who are experiencing or threatened with homelessness. Two of the services are delivered in an accommodation based setting whereas the other four services are delivered on a floating support basis.

The services assist the council in meeting its statutory duties and some of the specific outcome priorities as detailed in the West Sussex Our Council Plan.

These are:

- Keeping people safe from vulnerable situations.
- A sustainable and prosperous economy.
- Helping people and communities to fulfil their potential.
- Making the best use of resources

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	3 July 2024
<b>Month</b>	October 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

**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 approved a decision to award contracts for new Day, Employment, Volunteering Support and Prevention Services to commence on 1st July 2024 for a period of three (3) years with the option to extend for a further one (1) year, as set out in key decision report [OKD06 \(24/25\)](#). However, three of the lots sought during the procurement were not awarded leaving a gap in provision for adults in some areas of the County.

The Commissioning Team have been holding conversations and negotiating with the incumbent service providers from the previous contracts to seek interim arrangements whilst long-term solutions are sought. The Director of Adults and Health will be asked to award the remaining contract(s).

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	9 October 2023
<b>Month</b>	October 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 Taunton: Tel: 033 022 26050

### **Recommissioning and procurement: Statutory Advocacy Services**

The term advocacy is used to describe the support given to individuals to allow their voice to be heard and their wishes to be expressed in situations where they may be unable to do this fully by themselves. Advocates and advocacy providers work in partnership with the people they support and promote social inclusion and equality. Statutory advocacy supports people who due to a disability, health condition, communication difficulty, financial circumstances or social attitudes, find themselves in a position where their ability to exercise choice or represent their own interests is limited, or where processes are particularly complex to navigate, such as social care and health pathways.

There are statutory duties for the following advocacy provision:

- Independent Mental Capacity Advocates (IMCA) and Relevant Paid Person’s Representative (RPPR) under the Mental Capacity Act 2005
- Independent Mental Health Advocates (IMHA) under the Mental Health Act 2007
- Independent Care Act Advocacy (ICAA) under the Care Act 2014

The contract for the current service was jointly commissioned in partnership with Brighton & Hove City Council, East Sussex County Council and the NHS, the contract was extended in March 2023, Key decision [OKD65 \(22/23\)](#), and comes to an end on 30th June 2025. Brighton & Hove City Council are the lead commissioner for the partnership arrangement. The County Council intends to seek agreement from the Cabinet Member for Adults Services for a future partnership arrangement for these services.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	8 August 2024
<b>Month</b>	October 2024
<b>Consultation/ Representations</b>	<p>Consultation is being led by Brighton &amp; Hove City Council as the lead commissioner for the partnership arrangement.</p> <p>Representations concerning this proposed decision can be made to the decision-maker, via the contact officer.</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 Community Reablement Service**

West Sussex County Council (WSSCC) has a contract with Essex Cares Limited (ECL) for the provision of Community Reablement Services. Reablement is the term to describe services to support residents following a change in ability, most likely due to a medical condition or episode. A Community Reablement Service (CRS) is essential to prevent people requiring longer term support, enabling people to retain/regain independence and remain at home. The existing service expires on 31st March 2025.

Following a key decision taken by Director of Adults and Health (Alan Sinclair) to progress a full procurement process to reprocure this service from 1 April 2025, the Director of Adults and Health will be asked to award the contract to the successful bidder.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	18 July 2024
<b>Month</b>	November 2024
<b>Consultation/ Representations</b>	<p>Engagement activity undertaken in April/May 2024 through the commissioning activity related to the Community Reablement Service.</p> <p>Representations on the proposed decision can be made via the officer contact.</p>
<b>Background documents (via website)</b>	None
<b>Lead officer (report author)</b>	Chris Jones Tel: 0330 022 28249
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Recommissioning and Procurement - Direct Payment Support Service

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

The contract for the current service, extended in November 2023 (Key Decision [OKD35 23 24](#)), comes to an end on 13th February 2026. A consultation and coproduction project will be occurring across summer 2024 to identify, appraise options for and propose a model of delivery for the future of these services. The County Council intends to seek agreement from the Cabinet Member for Adults Services to carry out the proposed option to meet this statutory requirement from February 2026.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	27 August 2024
<b>Month</b>	December 2024
<b>Consultation/ Representations</b>	<p>A survey will be circulated in July – August 2024 to consult on this decision, and co-production events are planned for August/ September 2026 to further consult on this decision.</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

### Hospital Discharge Care Contracts

West Sussex County Council (WSSCC) as a partner of the Integrated Care System (ICS) works with the Integrated Care Board (ICB) and wider health and social care system partners to ensure sufficient provision is available to support people to be discharged out of hospital returning to their own homes where possible. Where people are able to go home from hospital but require support to do so they can return home with services provided through 'Home First'.

The Council has commissioned Hospital Discharge Care contracts since 2020 to deliver care and support alongside Sussex Community NHS Foundation Trust to people being discharged from hospital as part of the Home First offer. The current contractual arrangements expire on 31 March 2025.

A decision was taken on 08 August 2024 ([Ref: Key Decision AS3 24/25](#)) to commence a procurement of the Hospital Discharge Care Services with the award of contracts to be delegated to the Director of Adults and Health. This subsequent decision to be taken following the completion of the procurement exercise will be a requirement for the Director of Adults and Health to award the Hospital Discharge Care Contracts with new contracts expected to commence on 1 April 2025.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	12 September 2024
<b>Month</b>	December 2024
<b>Consultation/ Representations</b>	<p>Engagement activity was undertaken in April/May 2024 through the commissioning activity related to the Community Reablement Service &amp; Home First.</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>	Abbie Johnson Tel: 033 022 22167
<b>Contact</b>	Erica Taunton Tel: 033 022 26050

## Children and Young People, Learning and Skills

### Children and Young People Portfolio

## Procurement of Supported Accommodation and Housing Pathway for 16-25 year olds

The County Council provides 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.

These services were initially procured in 2019 and the current arrangements with existing service providers were recently extended until the end of September 2025 ([decision OKD04 \(24/25\)](#) refers).

A redesign of the future delivery of housing related support services for 16–25-year-olds is currently being undertaken. On conclusion of the redesign, it is proposed to commission the new service for a period of up to 9 years.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the procurement of a new housing related support service for 16–25-year-olds.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
<b>Date added</b>	21 May 2024
<b>Month</b>	October 2024
<b>Consultation/ Representations</b>	<p>Young people within the services Existing Providers District and Borough Councils Public Health Revenue and Benefits Social Landlords</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>	Daniel Ruaux Tel: 033 022 22695
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Commissioning residential provision for children we care for**

The County Council has a duty to take steps to secure, so far as reasonably practicable, sufficient accommodation within its area which meets the needs of children within its care. Sourcing stable placements which adequately meet the requirements of children and keeps them within county borders and close to their family, friends and communities is a particular challenge, and this picture is reflected nationally.

The County Council has been working with providers from a range of sectors including those already operating in residential and semi-independent care, to identify potential solutions to these issues. The culmination of this work is to propose a new approach, developing services in partnership with providers, to deliver residential care provision for children we care for including those with complex needs and better support sufficiency in West Sussex.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the direct award of contracts with providers to secure residential provision that meets the County Council's need.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	20 September 2024
<b>Month</b>	November 2024
<b>Consultation/ Representations</b>	Residential Providers  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>	Stephen Humphries
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## **Learning and Skills Portfolio**

**Allocation of Funding for design fees for the creation of a Satellite Site for Oak Grove College, Worthing**

The [Special Educational Needs and Disability \(SEND\) Strategy 2019-2024](#) aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.

Oak Grove College in Worthing caters for 278 pupils aged 11 to 19 with special educational needs. To assist in managing the growing demand for places additional accommodation to enable the school to expand is required. It is proposed to undertake adaptations of a West Sussex owned building in Worthing to create a satellite site for Oak Grove College which will offer provision for secondary aged pupils. This will enable Oak Grove's capacity to increase from 278 to circa 338 places in total in a phased approach.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of the funds required to undertake the detailed design work for the proposed remodelling project.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
<b>Date added</b>	19 June 2024
<b>Month</b>	October 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>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## **Award of Contract for delivery of the new Secondary School at Brookleigh, Burgess Hill**

The new 6 form entry (6FE) Bedelands Academy Secondary School, including Special Support Centre, will provide 900 pupil places to the Burgess Hill area within Brookleigh (formerly known as Northern Arc).

Funding was allocated to deliver the school and authority delegated to the Assistant Director for Property & Assets to enter into a contract or contracts to enable the progression of the project within the overall agreed budget ([decision LS04\(22/23\)](#) refers). Due to inflationary pressures and site specific issues driving cost increases, in March 2024 the Cabinet Member for Children and Young People, Learning and Skills approved an uplift to the budget for the project – decision [CYPLS01\(24/25\)](#) refers).

Following the procurement of this scheme and in accordance with the decisions outlined above, the County Council now seeks to appoint the main contractor to deliver the approved scheme.

The Assistant Director (Property and Assets) will be asked to approve the appointment of and enter into contract with the successful contractor to deliver the Bedelands Academy Secondary School project.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	19 June 2024
<b>Month</b>	October 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

### **Allocation of Childcare Expansion Capital Grant**

In Spring 2023, the Department for Education (DfE) announced reforms to childcare, including the introduction of additional entitlements to 30 hours of free childcare for children over the age of nine months, to be introduced in a phased approach.

In December 2023, the DfE announced the Childcare Expansion Capital Grant funding allocation for West Sussex of £1.872m. This funding is provided to support delivery of the reforms, enabling the expansion of providers of Early Years and Wraparound Care.

Expressions of interest for eligible capital projects to enable expansion have been sought from providers of Early Years and Wraparound Care. Following a detailed prioritisation exercise, the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of funds from the capital grant to the prioritised projects.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	12 July 2024
<b>Month</b>	October 2024
<b>Consultation/ Representations</b>	All schools.  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>	Leigh Hunnikin Tel: 033 022 23051
<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 Jacquie Russell)
<b>Date added</b>	21 March 2024
<b>Month</b>	November 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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<b>Commissioning an Adult Learning and Skills Framework</b>
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The County Council need to commission a range of provision to enable the delivery of adult education, post-16 and post-19 learning, skills and training. This is often in response to a range of government funded programmes via the Department for Education (DfE), Education and Skills Funding Agency (ESFA), Department for Work and Pensions (DWP), Home Office etc. such as the Adult Skills Fund, Free Courses for Jobs, UK Shared Prosperity Fund, Multiply, Skills Bootcamps and 16-19 programmes.

The intention is to undertake a procurement process to establish a framework of providers who could deliver this type of training. Setting up the framework will assist the County Council in accessing a pool of suitable providers to meet existing needs and also enable the Council to be more prepared when new government initiatives relating to the delivery of skills programmes are announced.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve:

- 1) The commencement of a procurement process to establish a new open framework agreement for commissioning post-16 and post-19 adult learning, skills and training.
- 2) The delegation of authority to the Assistant Director (Education and Skills) to award places on the framework to providers who meet the required criteria.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
<b>Date added</b>	20 September 2024
<b>Month</b>	November 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>	Andrew Bishop Tel: 033 022 25399
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Award of contract for adaptations to Arun House in Horsham, to provide a Satellite site for Queen Elizabeth II Silver Jubilee School, Horsham.**

In March 2023 the then Cabinet Member for Learning and Skills approved the budget required to enable the phased establishment of a satellite site to Queen Elizabeth II Silver Jubilee school (QE2), at Arun House, to provide additional pupil places ([decision LS11 \(22/23\)](#) refers). The County Council’s Multi-Disciplinary Consultant (MDC) have been appointed to undertake the full design. The new accommodation will provide up to an additional 60 places increasing the current schools capacity for 15-19yr olds, from the current 120 to 180 planned places.

Decision [OKD33\(23/24\)](#) approved a procurement process for a building contractor to complete the necessary works to Arun House. This process was unsuccessful and the procurement abandoned. There is a requirement for a new approval to instigate a new tender process for a building contractor, due to changes being made to the contractual requirements.

Following the outcome of the new procurement process the Assistant Director (Property and Assets) will be asked to approve the award of contract for delivery of the satellite site for QE2 school.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	11 June 2024
<b>Month</b>	December 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>	Katerina Evans-Makrakis Tel: 07597 526870
<b>Contact</b>	Wendy Saunders Te;: 033 022 22553

**Award of contract for works for the Refurbishment of the Changing Rooms at Midhurst Rother College**

Midhurst Rother College is an Academy Secondary School providing education for pupils aged 11 to 18 in the Midhurst/Petworth area and surrounding areas.

In March 2022 the then Cabinet Member for Learning and Skills approved the allocation of funding for the provision of additional changing facilities at the school (Decision reference [LS16 \(21/22\)](#)). This was to provide facilities to accommodate 8 forms of entry (8FE).

As part of the decision, authority was delegated to the Assistant Director (Property and Assets) that, subject to receipt of planning permission and statutory consents, a construction contract should be entered into with the successful tenderer.

Since the decision was taken, following a further assessment and in agreement with the school, the proposal scope has been revised and will now involve refurbishment of the existing changing facilities appropriate for an 8FE Secondary school, as set out within DfE Guidance, rather than provision of additional facilities.

A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract for the project to the successful tenderer.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	11 June 2024
<b>Month</b>	December 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 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>	Eleni Zikou Tel: 07709718446
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Allocation of funding for design fees for the development of Homefield Primary School, Worthing**

In July 2023 the amalgamation of Lyndhurst Infant School and Chesswood Junior School onto one site to create an all through primary school was [approved](#).

A detailed feasibility study has now been undertaken and plans developed for the new school, called Homefield Primary School, to be created on the Chesswood Road site, that will include a 21 place Special Support Centre.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of funds required to undertake the detailed design work in order for the project to progress.

<b>Decision by</b>	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
<b>Date added</b>	1 July 2024
<b>Month</b>	February 2025
<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>	Mandy Saunders Tel: 033 022 25505
<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 October 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

### **Provision of Domestic Abuse Housing Support Services in West Sussex (Lot 2 South)**

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.

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.

The contract for Lot 1 North has been awarded ([OKD49 \(23/24\)](#) 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.

<b>Decision by</b>	Assistant Director (Communities) (Emily King)
<b>Date added</b>	3 March 2023
<b>Month</b>	October 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

## **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>	19 June 2024
<b>Month</b>	December 2024
<b>Consultation/ Representations</b>	Representations with respect to the proposed decision can be made, via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Ben Browning Tel: 033 022 28724
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## **Environment and Climate Change**



### **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>	October 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

## Procurement of provision for Clinical Waste Services

In April 2019, the County Council entered into a 4-year Framework Agreement with Medisort Ltd for the [provision of Clinical Waste Services](#). The County Council used this agreement for the treatment and disposal of clinical waste collected by the district and borough councils in West Sussex. The initial period of the call off contract was for three years and included an option to extend up to a maximum of an additional three years, and it was extended to 31 March 2025.

Since it started, the Framework Agreement has also been utilised by six of the West Sussex district and borough councils for their clinical collection and support service arrangements. This agreement has proved an efficient vehicle for procuring a joint service for the collection and disposal of waste that requires specialist handling and treatment.

The County Council is considering the procurement options for the continuation of this service for the residents of West Sussex. A joint collection and disposal contract will continue to provide efficiencies in service delivery and operations as well as a single point of contact for those residents who require this service.

The Cabinet Member for Environment and Climate Change will be asked to agree the commencement of a procurement exercise for the provision of Clinical Waste Services from 1 April 2025 and to delegate authority to the Assistant Director (Environment and Public Protection) to award the contract.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	18 July 2024
<b>Month</b>	October 2024
<b>Consultation/ Representations</b>	District and borough councils in West Sussex  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>	Paul Sparshott Tel: 033 022 27716
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Finance and Property

### Property and Assets (ROLLING ENTRY)

West Sussex County Council (WSSCC) is the sole Corporate Trustee of the St John's Institute Charity. This charity owns the freehold estate of Park Centre, Park Road, Burgess Hill, West Sussex.

The Park Centre was declared [surplus to operational requirements](#) and identified as a suitable asset for a Community Asset Transfer.

The County Council, acting as Trustee, is now required to take a resolution under section 280A of the Charities Act 2022 to amend the Objects to the St John's Institute Charity.

Once the transfer is completed the County Council intends to dissolve the St John's Institute Charity and the linked Charity the St John's Institute Cottage subject to Charity Commission consent.

<b>Decision by</b>	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
<b>Date added</b>	18 January 2024
<b>Month</b>	October 2024
<b>Consultation/ Representations</b>	Local county councillors  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>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Joint Venture Development Funding**

The County Council is party to a joint venture (JV) with Lovell Partnerships for the shared development of land in the Council's ownership but surplus to service need for the purpose of delivering on the council priorities as well as generating a financial return for the Council.

The JV has been established as Kinsted Developments LLP and the County Council is a 50% partner in the LLP through its wholly owned company Edes Estates Limited.

The County Council has initially optioned 10 parcels of land to the JV with a requirement to progress to planning approval in line with prescribed viability criteria. The County Council's capital commitment is the land value whilst Lovell funds work to secure a planning consent. Additional funding is then required to complete the construction and associated work for the development.

The additional funds would be in the form of a loan, the Council having the first choice to provide a loan. The need will be identified in the business case for each site and based on an assessment of the commercial viability of the planned development. The loan will be on the terms agreed in the Partnership Agreement. Current projections across the 10 sites suggest a need for additional funding up to £24m, subject to approval of business cases. The value of any loan would be repayable with interest to the Council through the sales arising from the development in each case.

The Cabinet Member for Finance and Property will be asked to approve that up to £9m of credit facility is made available to provide funding for developments at the optioned sites at North Bersted and Littlehampton with the final timing and value of individual loan agreements delegated to the Director of Finance and Support Services in line with approved business cases.

<b>Decision by</b>	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
<b>Date added</b>	1 July 2024
<b>Month</b>	October 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>	John Edwards Tel: 033 022 22299
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Durban House, Bognor - Reinstatement Works**

Following the flooding of Durban House in October 2023, over 500 staff who were based in the building had to be temporarily relocated across alternative sites.

Many of the staff have been working from home with others working from a variety of locations.

While temporary accommodation has ensured a level of business continuity, it is acknowledged that it provides challenges for efficient service delivery for some groups, primarily social care teams.

Given the service needs in the Bognor area, there is an enduring requirement for a local base and, following options appraisals, reutilisation of Durban House is the most cost effective.

Funding will be required to make the building flood and climate resilient and to address repair issues not covered by the reinstatement works being funded by the council's insurers.

The Cabinet Member for Finance and Property will be asked to approve the capital expenditure allocation over and above that provided by the insurers for the reinstatement of the building and the reinstatement works.

<b>Decision by</b>	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
<b>Date added</b>	12 July 2024
<b>Month</b>	October 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>	Mike O'Horan
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Performance and Resources Report - Quarter 2 2024/25**

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>	1 October 2024

<b>Month</b>	December 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>A259 Bognor Regis to Littlehampton Corridor enhancement scheme: capital allocation and award of engineering design and planning support contracts</b>	
<p>The A259 Bognor Regis to Littlehampton Corridor enhancement scheme involves improvement to a series of key junctions along the corridor, including junction capacity, active travel and bus priority provisions. It was identified as a priority scheme in the <a href="#">Strategic Transport Investment Programme</a> by the County Council in 2019/20 and considered as one of the top ten priority schemes in the South East by Transport for the South East.</p> <p>The Outline Business Case (or funding bid) for the scheme was submitted to the Department for Transport in autumn 2023 and approval is awaited. In the meantime, capital funding is required to continue the development of the Full Business Case.</p> <p>A competitive tender exercise is being undertaken for the engineering design and planning support contracts from the approved list of contractors on the Hampshire County Council's Generation 5 Frameworks.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve the capital allocation for the development of the Full Business Case and the award of the detailed engineering design development and planning support contract.</p>	
<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	3 June 2024
<b>Month</b>	September 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>	Hiong Ching Hii Tel: 033 022 22636
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Active Travel - Proposed New 'School Streets' and other travel to school improvements**

The County Council implemented and tested a signage-only School Streets trial at three schools, backed by a minimum 6-month or maximum 18-month Experimental Traffic Regulation Order (ETRO). The signage-only approach prohibited motor vehicles entering the road directly at the school gates at drop-off and pick-up times, with exceptions for residents' vehicles, businesses, Blue Badge holders, emergency services and certain others.

The trial was monitored for a period of 6 months that ended on 31 March 2024. Data from monitoring and evaluation was analysed, the results indicated that the signage only approach had been successful and the Cabinet Member for Highways and Transport [made the ETROs for the three School Street Trial sites permanent.](#)

It is proposed to introduce a further three Schools Streets at The Mill School in Crawley, River Beach School in Littlehampton and St Josephs School in Chichester. These schemes must be delivered using a permanent Traffic Regulation Order (TRO) that is subject to standard legal consultations and advertisements. Illuminated signage and some associated infrastructure will be necessary as part of the scheme.

This approach forms part of a wider Active Travel to School capital programme that incorporates behavioural change activities for school communities.

The Cabinet Member for Highways and Transport will be asked to approve the three schools identified to participate in this initiative, delegate authority to the Assistant Director (Highways, Transport and Planning) to award subsequent contracts and approve the approach for broader Active Travel to School capital pipeline improvements.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	18 July 2024
<b>Month</b>	September 2024
<b>Consultation/ Representations</b>	Local County Council Members and key stakeholders including school leaders, Emergency Services, District/Borough/Parish/Town Councils, local businesses and residents  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>	Matthew Street
<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>	October 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 (via website)</b>	None
<b>Lead officer (report author)</b>	Simon Osborne Tel: 033 022 26351
<b>Contact</b>	Judith Shore Tel: 033 022 26052



**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>	October 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>	Andy Ekinsmyth Tel: 033 022 26687
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **A2300 Corridor Improvement Scheme - capital allocation**

The A2300 corridor improvement scheme was funded primarily by the Local Growth Fund provided by the Department for Transport with the remaining contributions from the County Council and developers. The completion of the scheme has enabled the commencement of a strategic residential and employment development site to the north of Burgess Hill.

The final account for the construction has recently been concluded and it is identified that additional capital funding will be required.

The Cabinet Member for Highways and Transport will be asked to approve the capital allocation for the final account payment.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	2 September 2024
<b>Month</b>	October 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>	Hiong Ching Hii Tel: 033 022 22636
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Highway Maintenance Delivery Contract Extension - Hedge Maintenance & Grass Cutting Services, Lot 3**

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.

Following extensive review, the County Council approved a new procurement strategy for the delivery of key highway works in 2019. This arrangement for revenue and capital delivery went live in [April 2020](#) and the Cabinet Member for Highways and Transport delegated authority to the Director for Highways, Transport and Planning to award single supplier contracts. The provision of hedge maintenance and grass cutting services (Lot 3) was included within the model.

Following review, it is proposed to extend the contract from the initial period April 2020 – March 2025 to the full-term option to March 2030.

The Assistant Director (Highways, Transport and Planning) will be asked to award a five-year extension to the contract for the provision of hedge maintenance and grass cutting services (Lot 3) to March 2030.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
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<b>Date added</b>	11 September 2024
<b>Month</b>	October 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

### **Highway Network Management Plan**

The County Council implemented a Road and Street and Road Works [Permit Scheme](#) in 2016 and, in March 2020, the Cabinet Member approved a revised [Permit Scheme, Policy and Fees](#). Subsequently, a [Lane Rental Scheme](#) (LRS) was adopted in December 2022, the fourth scheme of its type implemented nationally.

The last few years have seen an unprecedented level of demand for road space to complete street and road works, which is expected to continue. While the permit and lane rental schemes have been successful in enabling the County Council to co-ordinate works and minimise disruption, the impact of increased demand on the travelling public and businesses remains considerable.

In response, the County Council has developed a Highway Network Management Plan which seeks to further improve the management of access to the network.

The Cabinet Member for Highways and Transport will be asked to approve the Highway Network Management Plan.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	1 October 2024
<b>Month</b>	December 2024
<b>Consultation/ Representations</b>	A consultation on the draft HNMP will be undertaken with key stakeholders in October 2024.  The draft HNMP, together with the outcomes of the consultation, will be reported to the Communities, Highways and Environment Scrutiny Committee on 25 November 2024.  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>	Marius Kynaston Tel: 033 022 26482
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Highway Maintenance Delivery Contract Awards - Lots 4, 5, 6 & 7**

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 February 2024, the Assistant Director (Highways, Transport and Planning) [appointed contractors](#) to a four-year Framework Agreement to commence 1 April 2024 for capital works for highways (Lots 4, 5, 6 & 7).

A procurement exercise will be undertaken to appoint delivery partners from Lots 4, 5, 6 & 7 for the delivery of the Highways, Transport and Planning Delivery Programme 2025-26.

At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award contracts under Lots 4, 5, 6 & 7 to deliver the Highways, Transport and Planning Delivery Programme 2025-26.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	21 August 2024
<b>Month</b>	December 2024
<b>Consultation/ Representations</b>	<p>Internal review and extensive industry engagement has been undertaken to understand the benefits of the proposed approach and the industry appetite.</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>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## **Public Health and Wellbeing**

## NHS Sussex Shared Delivery Plan Refresh Year 2

The Department of Health and Social Care published guidance in late December 2022 for Integrated Care Boards (ICBs) to develop a five-year joint forward plan (the Shared Delivery Plan). The NHS Sussex Shared Delivery Plan (SDP) ([‘Our Plan for our Population’](#)) was written as a single plan that incorporated the NHS Operating Plan requirements for 2023/24 and the delivery plan for the five-year Sussex Health and Care Improving Lives Together Strategy. It sets out how partners will work together over the next five years to make the ambition into a reality, to improve the lives of local people by supporting them to live healthier for longer and making sure they have access to the best possible services when they need them.

The Council’s Cabinet gave their support to the plan at their meeting on [20 June 2023](#), with the final plan launched by NHS Sussex on the 75<sup>th</sup> anniversary of the NHS on 5 July 2023.

NHS Sussex and partner organisations are required to prepare an annual refresh of the joint forward plan before the start of each financial year, setting out how they intend to exercise their functions in the next five years. To provide the opportunity to reflect on the 2024/25 priorities and operational planning guidance, NHS England has set 30 June 2024 as the date for ICBs to publish and share their updated joint forward plans. NHS Sussex are required to engage and consult with partners during this process and are seeking the County Council’s support and approval for the document prior to 30 June 2024.

The Cabinet Member for Public Health and Wellbeing is asked to approve the NHS Sussex Shared Delivery Plan Refresh Year 2 on behalf of the County Council.

<b>Decision by</b>	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
<b>Date added</b>	29 May 2024
<b>Month</b>	October 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 Thomson Tel: 0330 333 4132
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Healthy Child Programme Commissioning

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 Cabinet Member will be asked to award the contract(s).

<b>Decision by</b>	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
<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

**Allocation of Funding - Preliminary and detailed design phase of Chichester City Centre (North/East streets) Public Realm Improvement**

The [Chichester Growth Programme](#) (2018), [Chichester Vision](#) (2017) and Chichester Regeneration Strategy (draft 2024) identified public realm improvement schemes along the pedestrianised zone of North and East Street.

Investment is required to address long term increased maintenance liabilities to the County Council; and increase footfall, dwell time and spend in the city centre. A redesigned space will help to stimulate regeneration and economic growth in Chichester. It will support a vibrant high street, social wellbeing and encourage a pride of place.

Part of the programme includes the installation of fibre ducting which will support small businesses and economic growth.

The Cabinet Member for Support Services and Economic Development, in consultation with the Cabinet Member for Highways and Transport, will be asked to allocate funding to carry out detailed design and all associated enabling works.

<b>Decision by</b>	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)
<b>Date added</b>	2 September 2024
<b>Month</b>	September 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>	Nick Burrell Tel: 033 022 23881
<b>Contact</b>	Adam Chisnall Tel: 033 022 28314

### Contract Extension for Oracle Fusion Licences

As part of key decision [SSED01\(24/25\)](#), the Cabinet Member for Support Services and Economic Development agreed to allocate additional funding to support the implementation of Oracle Fusion to replace the current system.

The current Software as a Service (SaaS) licencing agreement with Oracle will expire in June 2025 following a 5-year term. The Council will need to continue to ensure it has the appropriate licences to be able to implement, access and utilise the Oracle Fusion system beyond June 2025.

The proposed extension will be based on a 3-year (June 2025 – June 2028) + 2-year (June 2028 – June 2030) term with a total value of £4.265m if the full extension period of 5 years is taken.

The Director of Human Resource and Organisation Development (in consultation with the Interim Director of Finance and Support Services) will be asked to agree the contract extension.

<b>Decision by</b>	Director of Human Resources and Organisational Development (Gavin Wright)
<b>Date added</b>	1 October 2024
<b>Month</b>	November 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>	James Skilling Tel: 033 022 25432
<b>Contact</b>	Adam Chisnall Tel: 033 022 28314