

Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by councillors or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to [cabinet member](#) portfolios.

The most important decisions will be taken by the Cabinet sitting in public. The meetings are also available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website.

The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the website. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
Date added	The date the proposed decision was added to the Forward Plan.
Month	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of scrutiny committee meetings.
Background Documents	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
Lead officer (report author)	The contact details of the decision report author.
Contact	Who in Democratic Services you can contact about the entry.

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Katherine De La Mora on 033 022 22535, email katherine.delamora@westsussex.gov.uk.

Published: 21 February 2025

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

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28	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	A259 Bognor Regis to Littlehampton corridor enhancement scheme - funding agreement for the construction of Church Lane roundabout	February 2025
29	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	A29 Phase 1A Barnham Road Roundabout: procurement and contract award	February 2025
30	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Response to the consultation by Transport for the South East on a Draft Transport Strategy	March 2025
31	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	West Sussex Road Safety Strategy	March 2025

32	Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Capital Allocation for Zero Emission Buses (Zebra 2)	March 2025
33	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)	Direct Award of Public Health Services (NHS Health Check Programme, Smoking Cessation, Long Acting Reversible Contraception, Emergency Hormonal Contraception, Alcohol Identification and Brief Advice)	October 2025
34	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)	Procurement and contract for the supply of a Highway Asset and Customer Management System	February 2025
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Leader

West Sussex Economic Strategy 2025-2035

From April 2024 the functions of Local Enterprise Partnerships, including responsibility for strategic economic planning, transferred to Mayoral Combined Authorities and upper tier local authorities, including West Sussex County Council. The County Council is now accountable to government for the development of a new West Sussex Economic Strategy.

The West Sussex Economic Strategy will be a strategic, over-arching document for West Sussex for the period 2025 – 2035. The ten-year time frame is required by the Government. The strategy will set out the national, county, and local context, including economic insight and evidence. It will highlight the economic assets and strengths of West Sussex that provide significant opportunities. It will identify an overall vision to 2035 and five key ambitions with strategic priorities to drive them forward. It also sets out how the strategy will be overseen and led, and how it will be monitored and evaluated.

The strategy will be consistent with Our Council Plan and supports the priorities of a sustainable and prosperous economy, helping people and communities to fulfil their potential, and making the best use of resources, underpinned by protecting the environment. The West Sussex Economic Strategy will provide the framework for the County Council’s economic development interventions. The new strategy will also align with other strategies such as the West Sussex Transport Plan, where appropriate.

The Leader will be asked to adopt the West Sussex Economic Strategy.

Decision by	Cabinet
Date added	10 January 2025
Month	March 2025
Consultation/ Representations	<p>Engagement on the strategy is taking place in January 2025. The draft West Sussex Economic Strategy was published on the Your Voice portal and a targeted list of key partners, stakeholders, business, and business representatives were invited to review the draft and respond to a short survey. Feedback will be analysed and incorporated into the strategy where appropriate.</p> <p>Members of The Performance and Finance Scrutiny Committee will receive an informal briefing of the strategy in January, and the Committee will formally consider the strategy at their March 2025 meeting.</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Lead officer (report author)	Carolyn Carr Tel: 033 022 23836

Contact	Adam Chisnall Tel: 033 022 28314
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Adults Services

Direct Award of Pathways Home Housing Related Support contracts in West Sussex	
<p>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.</p> <p>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.</p> <p>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.</p> <p>These are:</p> <ul style="list-style-type: none"> • 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 	
Decision by	Director of Adults and Health (Alan Sinclair)
Date added	3 July 2024
Month	February 2025
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Taunton 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).

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	9 October 2023
Month	February 2025
Consultation/ Representations	<p>Extensive consultation and engagement have taken place:</p> <ul style="list-style-type: none"> • Service user surveys were carried out on behalf of the Council by Impact Initiatives • Discussion groups were facilitated as part of 3 Learning Disability Partnership Boards • The Young Voices Group was attended • Carer surveys were carried out and carer focus group meetings were attended • Provider and staff surveys were carried out • The Learning Disability Provider forum was attended, and • 10 1:1 meetings with independent day service providers were held • Early engagement notice published 8 August 2023 with feedback requested by 24 August 2023. <p>This consultation, engagement and feedback will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p>

Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Taunton: Tel: 033 022 26050

Hospital Discharge Care Contracts

West Sussex County Council (WSCC) 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.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	12 September 2024
Month	February 2025
Consultation/ Representations	<p>Engagement activity was undertaken in April/May 2024 through the commissioning activity related to the Community Reablement Service & Home First.</p> <p>Representations regarding this proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Abbie Johnson Tel: 033 022 22167
Contact	Erica Taunton Tel: 033 022 26050

Extra Care Commissioning arrangements	
West Sussex County Council commissions the provision of care and support at 17 Extra Care schemes in West Sussex. Extra Care schemes combine accommodation with care and support services. It is intended that arrangements are put in place to extend the existing care and support service contracts to ensure that they are coterminous. A full procurement process to reprocur these services and Contract Award will then follow.	
Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	5 December 2024
Month	February 2025
Consultation/ Representations	Representations on the proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Chris Jones Tel: 0330 022 28249
Contact	Erica Taunton Tel: 033 022 26050

Re-commissioning and Procurement - Direct Payment Support Service	
<p>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.</p> <p>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.</p>	
Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	27 August 2024
Month	March 2025

Consultation/ Representations	<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>
Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Taunton Tel: 033 022 26050

Annual review of fees paid to independent providers of adult social care

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

Decisions on fees to be paid in the financial year 2025-26 will take account of a range of information, including but not limited to; recent decisions on National Living Wage, the current market position, the need and demand for services, the Council's strategic priorities, financial challenges for providers of care and support services and the financial position for the Council and the adult social care budget. During 2024 commissioners have engaged with representatives of the adult social care market to reflect feedback on the challenges for the market in preparation for the review of fees.

The Director of Adults and Health will be asked to agree the fees and rates paid for commissioned services related to adult social care and health for 2025-26.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	10 January 2025
Month	March 2025
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Taunton Tel: 033 022 26050

Children and Young People, Learning and Skills

Children and Young People Portfolio

Award of contract for works for the Remodelling of Teasel Close and High Trees and Repurposing of the Former West Green Youth Centre

Teasel Close children's home in Crawley provides residential placements, with capacity for up to 5 children at one time. High Trees children's home in Crawley provides residential placements and short breaks for children with disabilities, with capacity for up to 4 children at one time. As part of a decision taken in October 2021, [approval](#) was provided for the allocation of capital funding for the refurbishment of both homes, as well as the provision of temporary accommodation for children during the works to both homes.

Repurposing works are also required to a building in West Green, Crawley, that was formerly used as a Youth Centre, but has been identified as a suitable venue for delivering the Council's Family Time Contact Service. A [decision](#) was taken in October 2022 that approved the funding for this repurposing and commencement of a procurement process to seek a contractor to deliver the work to the Youth Centre, the refurbishment of High Trees and Teasel Close children's homes and the provision of temporary accommodation. However, since the decision was taken, a subsequent change in occupancy levels in the residential service means procuring the temporary accommodation is no longer required.

A procurement process is being undertaken and, on conclusion, the Director of Children, Young People and Learning will be asked to approve the award of the construction contract for the works to High Trees, Teasel Close and West Green, to the successful tenderer.

Decision by	Interim Director of Children, Young People and Learning (Vince Clark)
Date added	14 November 2024
Month	February 2025
Consultation/ Representations	Assistant Director (Property and Assets) Representations concerning this proposed decision can be made to the decision-maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Eleni Zikou Tel: 07709718446
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of funding for refurbishment of Family Hubs

Family hubs are facilities that offer a range of support, information and guidance to parents, carers and young people as part of the Early Help service. There are 12 Hubs located around the County, with at least one in each district and borough area.

It is proposed to undertake a range of refurbishment and remodelling works to 10 of the Hubs to enable the delivery of additional facilities, improve outdoor play provision and configure the buildings to better suit the needs of users.

A Feasibility Study is currently being undertaken to specify the required works and associated costs of the programme of works.

Following conclusion of the study the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of the required funds to enable the refurbishment works to progress.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	14 November 2024
Month	February 2025
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision-maker, via the report author, in the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Nigel Ireson Tel: 033 022 22172
Contact	Wendy Saunders Tel: 033 022 22553

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.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	21 May 2024
Month	February 2025
Consultation/ Representations	<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>
Background documents (via website)	None
Lead officer (report author)	Daniel Ruaux Tel: 033 022 22695
Contact	Wendy Saunders Tel: 033 022 22553

Learning and Skills Portfolio

Award of Contract for delivery of the new Secondary School at Brookleigh, Burgess Hill	
<p>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).</p> <p>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).</p> <p>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.</p> <p>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.</p>	
Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	19 June 2024
Month	February 2025

Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Lydia Schilbach Tel: 033022 25832
Contact	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.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	1 July 2024
Month	February 2025
Consultation/ Representations	None currently identified. Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Mandy Saunders Tel: 033 022 25505
Contact	Wendy Saunders Tel: 033 022 22553

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

St Wilfrid's Catholic School in Crawley is currently a 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 four years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.

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

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

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	19 December 2024
Month	February 2025
Consultation/ Representations	School Representations concerning this proposed decision can be made to the decision maker, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Additional Accommodation at St Philip Howard Catholic Voluntary Academy - Allocation of Additional S106 Funding

St Philip Howard Catholic Voluntary Academy is a 6FE 11-18 Secondary School with a 6th form. The school has grown in recent years to meet the demand for places which has led to the requirement for more teaching and administrative space, as well as washroom facilities. The school has continued to take additional children over and above their Published Admission Number (PAN) and projections indicate an ongoing need for the additional places created.

In January 2022 the Assistant Director (Property and Assets) approved Section 106 funding to be passported to the school to enable the school to deliver a project to provide additional teaching space. (Decision [OKD40\(21/22\)](#) refers).

Following receipt of tenders and additional costs incurred relating to the drainage strategy, the original approved budget is not sufficient. Therefore, the Assistant Director (Property and Assets) will be asked to approve the allocation of additional S106 funds to be passported to the school to increase the approved budget and enable delivery of the project.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	19 December 2024
Month	February 2025
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Change of status of Millais School, Horsham, to a co-educational school (for girls and boys) - Determination of Statutory Notices

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.

In April 2024, the Cabinet Member for Children and Young People, Learning and Skills approved the launch of a public consultation on proposals to change the status of Millais School from a single sex girls' school to a co-educational school ([decision CYPLS03 \(24/25\)](#) refers). The changes would mean that, from September 2026 and each year of entry thereafter, Millais would be co-educational. There are no proposals for co-educational provision for any existing year groups on roll.

The feedback from the consultation indicated a range of views but, overall, higher numbers supported the change. Therefore in January 2025, approval was given to publish formal statutory proposals, in accordance with [Department for Education \(DfE\) guidance](#), seeking representations on the change to co-educational provision (decision [CYPLS19 \(24/25\)](#) refers).

Publication of statutory proposals provides the opportunity for the public to submit new comments regarding the proposal during a time-limited representation period. Once the deadline for providing new representations has passed and any feedback received has been considered the Assistant Director (Education and Skills) will be asked to determine whether to proceed with the change of status of Millais School to a co-educational school.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	29 January 2025
Month	March 2025
Consultation/ Representations	<p>School and Governing Body Members of the Public Parents Diocese of Chichester and Arundel and Brighton Local Members District & Borough Councils Governing Bodies of local schools MP</p> <p>Representations concerning this proposed decision can be made to the Assistant Director (Education and Skills), via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background documents (via website)	None
Lead officer (report author)	Vanessa Cummins Tel: 033 022 23046
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of Childcare Expansion Capital Grant - Outcome of Second Bidding Round

In Spring 2023, the Department for Education (DfE) [announced reforms to childcare](#). This included 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 and investing in a national wraparound childcare programme to support parents access paid for term-time childcare from 8am-6pm.

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.

Bids for an allocation of funding from the capital grant were sought from providers of Early Years and Wraparound Care during the autumn of 2024. Following a detailed prioritisation exercise, during February 2025 the Cabinet Member for Children and Young People, Learning and Skills [will be asked to approve](#) the distribution of funds to projects that meet the County Council's priorities.

As not all the capital grant is to be allocated a second bidding round has opened seeking further applications for the creation of early years and/or wraparound childcare places that meet the Council's priorities. As part of the decision to approve the distribution of funds from the first bidding round the cabinet member will also be asked to delegate authority to the Assistant Director (Education and Skills) to agree the remainder of the projects to be delivered up to the total grant value of £1.872m.

Following closure of the second bidding round and assessment of the bids the Assistant Director (Education and Skills) will be asked to approve the allocation of funds to projects enabling the delivery of early years and wraparound childcare places.

Decision by	Assistant Director (Education and Skills) (Claire Hayes)
Date added	7 February 2025
Month	April 2025
Consultation/ Representations	Schools Early Years Providers Representations concerning this proposed decision can be made to the decision maker via the report author by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Community Support, Fire and Rescue

Contingency Accommodation Arrangements (Rolling Entry)

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

In March 2023, the UK government announced plans to permanently end the use of bridging accommodation. Previously used bridging hotel accommodation was served closure notices by the Home Office and in accordance with government requirements the hotels closed on 31 August 2023. Home Office contingency accommodation remains available until 31 December 2023, after this point no further Home Office accommodation is available. West Sussex County Council is therefore charged with securing accommodation for the remaining refugee families otherwise at risk of homelessness. Securing accommodation is within a commercial rental market and therefore the ability to present a quick decision is frequently required. All accommodation is financed using Home Office grant monies at no cost to West Sussex County Council.

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

Decision by	Assistant Director (Communities) (Emily King)
Date added	20 November 2023
Month	Between February 2025 and February 2026
Consultation/ Representations	Representation on the proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Marie Ovenden Tel: 033 022 23854
Contact	Erica Taunton Tel: 033 022 26050

West Sussex Fire and Rescue Service Procurement of Officer Pool Vehicles for Statutory Operational Management Duties

The Fire & Rescue Service currently has a pool of 40 vehicles, used by officers to perform statutory operational management duties. These vehicles are leased and are either due to expire or have already expired. National Fire Chiefs Council (NFCC) guidance on driving emergency vehicles is also changing and a further vehicle is required to enable Operational Training to ensure that all potential drivers are effectively trained in 'blue light' driving.

The vehicles will be procured in phases, aligned with the lease expiry and date and are anticipated to cost £50,000 per vehicle, with a total capital spend of £2,050,000. This is subject to the market at the time of purchase. This cost includes work to fit blue lights, sirens and emergency communications' technology.

Other options have been reviewed, including extending current leases, but this places additional burden on revenue with maintenance costs and risks potential failures on emergency vehicles, and is not cost effective.

Funding will be drawn from the Fleet Capital Replacement budget line and the vehicles will be procured through the Crown Commercial Services framework.

Decision by	Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)
Date added	29 January 2025
Month	February 2025
Consultation/ Representations	Representations concerning the proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Sabrina Cohen-Hatton Tel: 033 022 24993
Contact	Erica Taunton 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.

Decision by	Assistant Director (Communities) (Emily King)
Date added	3 March 2023
Month	March 2025
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Taunton Tel: 033 022 26050

West Sussex Fire and Rescue Service - Award of Contract(s) six medium pumping appliances

West Sussex Fire & Rescue Service has a rolling programme of fleet replacement and is proposing to replace six of the oldest appliances, of which four are over twenty years old and two others sixteen years old.

These replacements will reap a number of benefits:

- Improved vehicle and firefighting technology;
- Introducing a clean-cab concept that reduces firefighters' exposure to contaminants;
- Meeting higher Euro 6 emission standards;
- Supporting the WSCC Net Carbon Neutral 2030 goals;
- Reducing the cost of maintenance of old vehicles; and
- Critically, reducing the risk of failure of emergency response vehicles.

Estimated cost is £2.4 million (£400,000 per appliance) This spend has already been budgeted for in the WSFRS Fleet Capital Replacement Programme.

Following the decision, taken by the Cabinet Member for Community Support, Fire and Rescue, to agree the commencement of a procurement the Chief Fire Officer will be delegated authority and asked to award the contract(s).

Decision by	Chief Fire Officer (Sabrina Cohen-Hatton)
Date added	14 November 2024
Month	March 2025
Consultation/ Representations	Representations regarding this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Donal Byrne Tel: 033 022 22764
Contact	Erica Taunton Tel: 033 022 26050

West Sussex Fire and Rescue Service Annual Statement of Assurance 2024-2025

The Fire Authority (FRA) is required to provide annual 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 reinforces the commitment to provide communities with clear information about how public funds are managed and assure the effectiveness of our financial, governance and operational fire service arrangements.

All partners involved have been asked to formally endorse the Annual Statement of Assurance 2024-25. The Cabinet will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance for 2024-25.

Decision by	Cabinet
Date added	29 January 2025
Month	July 2025
Consultation/ Representations	<p>The West Sussex Fire and Rescue Scrutiny Committee will review the proposed decision at the public meeting on 20 June 2025.</p> <p>Representations concerning the proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Sabrina Cohen-Hatton Tel: 033 022 24993
Contact	Erica Taunton Tel :033 022 26050

Environment and Climate Change

West Sussex Minerals and Waste Development Scheme 2025-2028

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 2024-2027 and needs to be updated; the decision report will consider the revised Scheme for the period 2025-2028.

The Cabinet Member for Environment and Climate Change will be asked to approve the West Sussex Minerals and Waste Development Scheme 2025-2028.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	2 January 2025
Month	February 2025
Consultation/ Representations	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.
Background documents (via website)	None
Lead officer (report author)	Eleanor Harman Tel: 033 022 26440
Contact	Judith Shore Tel: 033 022 26052

Finance and Property

Property and Assets (Rolling Entry)	
<p>The Council Plan sets out the Council’s ambition to minimise the burden of local taxation, delivering the agreed priorities for residents within the approved budget and capital programme.</p> <p>The Council maintains an Asset Management Policy and Strategy that details how the Council’s Assets will be managed and developed to deliver against the targets within the Council Plan.</p> <p>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>	
Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	18 January 2024
Month	February 2025
Consultation/ Representations	Local County Councillor(s) Representations concerning this proposed decision can be made to the decision maker via the report author
Background documents (via website)	None

Lead officer (report author)	Elaine Sanders Tel: 033 022 25605
Contact	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.

Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	12 July 2024
Month	February 2025
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Mike O'Horan
Contact	Judith Shore Tel: 033 022 26052

Performance and Resources Report - Quarter 3 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.

Decision by	Cabinet
Date added	5 December 2024
Month	March 2025
Consultation/ Representations	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.
Background documents (via website)	None
Lead officer (report author)	Fiona Morris Tel: 033 022 23811
Contact	Adam Chisnall Tel: 033 022 28314

Highways and Transport

Streetlighting LED Conversion Project

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

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

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

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

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	21 March 2023
Month	February 2025

Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Simon Osborne Tel: 033 022 26351
Contact	Judith Shore Tel: 033 022 26052

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.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	21 March 2024
Month	February 2025

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

A259 Bognor Regis to Littlehampton corridor enhancement scheme - funding agreement for the construction of Church Lane roundabout	
<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 Strategic Transport Investment Programme 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>Subject to the confirmation of funding, the Cabinet Member for Highways and Transport will be asked to approve a development and funding agreement to enable Church Lane roundabout to be constructed.</p>	
Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	17 October 2024
Month	February 2025
Consultation/ Representations	<p>No consultees currently identified.</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p>
Background documents (via website)	None

Lead officer (report author)	Mark Martin Tel: 033 022 25922
Contact	Judith Shore Tel: 033 022 26052

A29 Phase 1A Barnham Road Roundabout: procurement and contract award

The [approved](#) A29 Realignment Scheme will deliver a 4.34km road to the east of Eastergate, Westergate and Woodgate villages. The new road alignment will provide the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development.

The Barnham Road Roundabout which links Fontwell Avenue to Barnham Road is an essential part of the implementation of the A29 Phase 1 scheme

Installation of the proposed roundabout and realignment of the access to the Halo commercial area will support the early delivery of the proposed Primary School on land south of Barnham Road (part of the Southern Development Area), It will also provide highways access for part of the southern development area, plus overcome wider development constraints.

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

- the detailed design of the Barnham Road roundabout
- the commencement of the procurement process and delegation of authority to award the contract; and
- negotiations for securing the required land for the Phase 1A scheme.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	2 December 2024
Month	February 2025
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Stephen Reed Tel: 07900 152645
Contact	Judith Shore Tel: 033 022 26052

Response to the consultation by Transport for the South East on a Draft Transport Strategy

Transport for the South East (TfSE) is the sub-national transport body, currently operating in shadow form, that covers Berkshire, East Sussex, Hampshire, Kent, Surrey, and West Sussex. It has the twin purposes of facilitating the delivery of a regional transport strategy and promoting economic growth in the region.

In 2020, TfSE approved a Transport Strategy for the South East, which aimed to shape the South East as a region economically, technologically and environmentally over 30 years, and change the way that investment is made in transport. Since then, significant changes have been made to national and local policy (such as the introduction of the Transport Decarbonisation Plan and local plans) and patterns of travel behaviour have changed due, in part, to the effects of leaving the EU and the COVID-19 Pandemic. For these reasons, TfSE is refreshing its Strategy using an updated evidence base.

Although the updated Strategy will inform future decision-making by the County Council, as it will set out a regional strategy and priorities to guide investment in strategic transport, it is not expected to address every local issue.

The Draft Transport Strategy is being published for consultation with constituent authorities, including the County Council, and wider stakeholders between December 2024 and March 2025.

The Cabinet Member for Highways and Transport will be asked to approve the County Council's response to the consultation.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	2 December 2024
Month	March 2025
Consultation/ Representations	Communities, Highways and Environment Scrutiny Committee – 3 March 2025 Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Darryl Hemmings Tel: 033 022 26437
Contact	Tel: 033 022 26052

West Sussex Road Safety Strategy

A key objective of Our Council Plan is to keep people safe from vulnerable situations, including whilst using the public highway network. KPI41 of Our Council Plan relates to a reduction in the number of people killed or seriously injured whilst using the public highway.

A new West Sussex Road Safety Strategy sets out the vision of the County Council to reduce the number of road traffic collision casualties through integration of the Safe System, a widely adopted best practice approach to road safety and traffic management.

Safe System relies on five key elements working together to reduce physical harm in road traffic collisions: Safe Road Use, Safe Speeds, Safe Roads and Roadsides, Safe Vehicles, and Post Crash Response. Applying the Safe System is proactive, identifying and mitigating latent risks in the transportation system.

Following [public consultation](#), the Cabinet Member for Highways and Transport will be asked to approve the West Sussex Road Safety Strategy.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	9 January 2025
Month	March 2025
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker via the report author. Communities, Highways and Environment Scrutiny Committee – 25 November 2024 and public consultation from 9 December 2024 – 2 February 2025
Background documents (via website)	None
Lead officer (report author)	Chris Stark Tel: 033 022 26362
Contact	Judith Shore Tel: 033 022 26052

Capital Allocation for Zero Emission Buses (Zebra 2)

ZEBRA 2 (Zero Emission Bus Regional Areas) funding was conditionally awarded to the County Council by the government in January 2024 in order to part fund the cost of Zero Emission Buses (ZEBs) which are significantly more expensive than diesel engine equivalents.

Subject to the receipt of government funding, West Sussex County Council, Surrey County Council and Gatwick Airport Ltd will also make financial contributions.

The DfT is expected to confirm any funding allocation to the County Council in February 2025 with spending on the project likely to start in April 2025.

Subject to the receipt of government funding, the Cabinet Member for Highways and Transport will be asked to approve the addition of grant funding to the capital programme for the purpose of supporting the purchase of Zero Emission Buses serving West Sussex routes.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	21 February 2025
Month	March 2025
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author
Background documents (via website)	None
Lead officer (report author)	David Crockford
Contact	Judith Shore Tel: 033 022 26052

Public Health and Wellbeing

Direct Award of Public Health Services (NHS Health Check Programme, Smoking Cessation, Long Acting Reversible Contraception, Emergency Hormonal Contraception, Alcohol Identification and Brief Advice)

The County Council currently commissions GP practices and community pharmacies in West Sussex to provide the NHS Health Check Programme and smoking cessation services. GP practices are also commissioned to provide Long Acting Reversible Contraception (Contraceptive Implant and Intra-Uterine Contraceptive Device), and community pharmacies to provide Emergency Hormonal Contraception (EHC) and Alcohol Identification and Brief Advice (contract end date: 31 March 2025 [OKD36 \(24/25\)](#)).

In line with the conditions of the Government’s Public Health Grant, local Authorities in England are required to provide a number of mandated (prescribed) functions to improve the health of their local population and reduce inequalities. This includes the NHS Health Check Programme, and provision of contraception services. Other requirements (non-prescribed) for the use of the grant, include preventing and reducing harm from alcohol misuse in adults.

The new arrangement will be effective from 1 April 2026 and is proposed to run for three (3) years with the possibility of a further extension of up to two (2) years built into the terms of the contract. The Contract will be funded through the Public Health Grant.

The Cabinet Member for Public Health and Wellbeing will be asked to approve a Direct Award using the Provider Selection Regime (PSR) which came into force on 1 January 2024, as part of regulations made under the Health and Care Act 2022. PSR is a set of rules for procuring healthcare services in England and is intended to increase flexibility and collaboration in commissioning decisions.

Decision by	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
Date added	7 February 2025
Month	October 2025
Consultation/ Representations	Representations, with respect to this decision, can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Fiona Mackison Tel: 033 022 27049
Contact	Erica Taunton Tel: 033 022 26050

Support Services and Economic Development

Procurement and contract for the supply of a Highway Asset and Customer Management System

The provision of an asset and customer management system is critical to ensuring the County Council can meet its statutory duty to maintain the highways at public expense and to be able to demonstrate that the authority had taken such care as in all the circumstances is reasonably required to comply with that duty.

The current contract is due to end at the end of March 2026 and a new contract is required.

The Cabinet Member for Support Services and Economic Development will be asked to approve the commencement of the procurement process and delegate authority to the Director of Finance and Support Services to award the contract for an asset and customer management system at the conclusion of the procurement process.

Decision by	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)
Date added	2 January 2025
Month	February 2025
Consultation/ Representations	Director of Place Services Director of Finance and Support Services Director of Law and Assurance Representations concerning this proposed decision can be made to the decision-maker via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Chris Barrett Tel: 033 022 26707
Contact	Adam Chisnall Tel: 033 022 28314

Procurement Print Management Services Contract

The current contract with Ricoh to provide print services for the County Council's key sites and libraries is due to end on 30 April 2025. This contract includes provision of equipment, maintenance and servicing, provision of consumables, an onsite technician and supply of management information about print usage. Democratic Services has a separate Ricoh contract for three printers that expires at the same time as the key sites contract.

A new contract will comprise the purchase of hardware for key sites, libraries and Democratic Services printers including, commissioning and operation of a Managed Print Service. The contract will commence 1 May 2025 for a period of five years.

The Cabinet Member for Support Services and Economic Development will be asked to agree the commencement of a procurement and delegate authority to the Director of Finance and Support Services to award the contract.

Decision by	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)
Date added	10 January 2025
Month	March 2025
Consultation/ Representations	<p>Internal consultees from key services including Libraries on 18 October and Democratic Services on 15 October, were consulted on this proposal.</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>
Background documents (via website)	None
Lead officer (report author)	Stewart Laird Tel: 033022 25310
Contact	Adam Chisnall Tel: 033 022 28314