

Forward Plan of Key Decisions

The County Council must give at least 28 days’ notice of all key decisions to be taken by members 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 the [West Sussex Plan](#) priorities of:

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet sitting in public. 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 County Council’s website and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing. [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.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
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 Select 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.
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 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 Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 27 December 2019

Forward Plan Summary

Summary of all forthcoming executive decisions in West Sussex Plan priority order

Page No	Decision Maker	Subject Matter	Date
 Best Start in Life			
	Director of Finance and Support Services	Award of Contract for the expansion of Manor Green Primary School, Crawley	December 2019
	Cabinet Member for Education and Skills	Replacement All Weather Pitch at The Weald Community School, Billingshurst	December 2019
	Cabinet Member for Education and Skills	Southwater Infant and Junior Schools - Additional Funding Replacement Accommodation	December 2019
	Cabinet	Small Schools Proposals	January 2020
	Cabinet	Woodlands Mead College Site, Burgess Hill - Allocation of Funding for Project Delivery	January 2020
	Cabinet Member for Education and Skills	School Funding 2020/21	January 2020
	Cabinet Member for Education and Skills	Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex and the Coordinated Scheme of Admissions	February 2020
	Cabinet	Adoption of the West Sussex Children First Strategic Approach	March 2020
	Cabinet Member for Education and Skills	Provision of new school hall at Thorney Island Primary School	April 2020
Strategic Budget Options 2020/21			
	Cabinet	Review of Fees and Charges	January 2020
	Cabinet	Reduction in the Post-16 Support Service	January 2020

Best Start in Life

Director of Finance and Support Services

Award of Contract for the expansion of Manor Green Primary School, Crawley	
<p>Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley (Decision reference ES16 (18/19)). The school caters for a wide-range of Special Educational Needs, particularly for children with moderate and severe learning difficulties, complex social and communication difficulties or those who have been identified as having an Autistic Spectrum Condition. The increase in space would enable the school to increase planned places by 36 from 164 to 200.</p> <p>To accommodate the additional pupils two further classrooms will need to be built. The Cabinet Member for Education and Skills approved the allocation of funds required to enable this project to proceed and to delegate authority to the Director of Property and Assets to award the contract for the works - Decision ref: ES05 (19/20)</p> <p>The Director of Property and Assets will be asked to award the construction contract to expand Manor Green Primary School.</p>	
Decision by	Andrew Edwards - Director of Finance and Support Services
West Sussex Plan priority	Best Start in Life
Date added	30 July 2019
Month	December 2019
Consultation/ Representations	<p>School</p> <p>Representations concerning this proposed decision can be made to the Acting Chief Executive via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None
Author	Carol Bruce Tel: 033 022 23055
Contact	Monique Smart - Tel: 033 022 22540

Cabinet Member for Education and Skills

Replacement All Weather Pitch at The Weald Community School, Billingshurst	
<p>The County Council has a statutory duty to provide sufficient primary and secondary school places for all children who need a place. As part of the secondary school</p>	

curriculum, Physical Education is a core subject, and suitable provision is required to ensure a wide range of sport can be offered to ensure children are given the Best Start In Life.

The Weald Community School, Billingshurst, has an All Weather Pitch facility which is in a deteriorating condition and is now at the end of its life. The pitch requires replacement to ensure continued provision for sport.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to replace the All Weather Pitch at The Weald Community School thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.

Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	21 August 2019
Month	December 2019
Consultation/ Representations	School Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Monique Smart - Tel: 033 022 22540

Cabinet Member for Education and Skills

Southwater Infant and Junior Schools - Additional Funding Replacement Accommodation	
<p>In June 2018 the Cabinet Member for Education and Skills gave authority to commence a procurement to replace the modular teaching accommodation at Southwater Infant and Junior Schools to ensure the schools can continue to accommodate the demand for pupil places in the locality (decision reference ES03 (18/19)).</p> <p>Following full design which included submission and receipt of planning permission, detailed costings have now been sought which exceed the budget available.</p> <p>Following a detailed review of options, the Cabinet Member for Education and Skills will be asked to approve an increase in budget, funded from received Section 106 contributions, to allow the project to progress.</p>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills

West Sussex Plan priority	Best Start in Life
Date added	7 August 2019
Month	December 2019
Consultation/ Representations	Cabinet Member for Finance and Resources Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Carol Bruce Tel: 033 022 23055
Contact	Monique Tel. 033 022 22540

Cabinet

Small Schools Proposals	
<p>In September 2019 the Cabinet Member for Education and Skills took a decision (decision reference ES02(19/20)) to approve the commencement of a consultation in relation to proposals for change at the at all, none or any of the following schools:-</p> <ul style="list-style-type: none"> • Clapham and Patching CE Primary School, Clapham, Worthing • Compton and Up Marden CE School, Compton, Chichester • Rumboldswyke CE Infants' School, Chichester • Stedham Primary School, Stedham, Midhurst • Warninglid Primary School, Warninglid, Haywards Heath <p>The consultation is due to end in late November 2019. Following assessment of the outcome of the consultation, should specific proposals for any of the schools listed emerge, the Cabinet Member for Education and Skills will be asked to agree to launch a consultation seeking views on these specific proposals.</p>	
Decision by	Mr Crow, Mr Hunt, Mrs Jupp, Mr Lanzer, Mr Marshall, Mr Jupp, Mr Elkins, Mrs Russell, Mrs Urquhart - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	25 October 2019
Month	January 2020
Consultation/ Representations	<p>Schools Governing Bodies Diocese of Chichester Education Parents and carers Small Schools Task and Finish Group Children and Young People's Services Select Committee 9 January 2019</p> <p>Representations concerning this proposed decision can be made</p>

	to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Graham Olway Tel: 033 022 23029
Contact	Monique Smart Tel: 033 022 22540

Cabinet

Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	
<p>Woodlands Meed is a Special School and College for 2-19 year olds located in Burgess Hill. The existing accommodation at the College site has significant suitability and condition issues meaning the College is unable to offer the full curriculum and unable to accommodate the full range of Special Educational Needs.</p> <p>In order to address this, in February 2019 the Cabinet Member for Education and Skills took a decision (ES18 (18/19)) to approve the allocation of £0.5m from the Capital Programme to enable a costed design to be produced for rebuilding and expanding Woodlands Meed College on its current site. This has involved the appointment of a full design team through the County Council's Multi-Disciplinary Consultant to undertake the design work required to develop the feasibility design into a formal proposal enabling costs to be sought for all elements of the proposal.</p> <p>The Cabinet Member for Education and Skills will be asked to agree the allocation of funds from the Capital Programme to enable the rebuilding and expansion project at Woodlands Meed to proceed.</p>	
Decision by	Mrs Urquhart, Mr Elkins, Mrs Russell, Mr Jupp, Mr Marshall, Mr Lanzer, Mr Hunt, Mrs Jupp, Mr Crow - Cabinet
West Sussex Plan priority	Best Start in LIfe
Date added	1 July 2019
Month	January 2020
Consultation/ Representations	<p>School Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Cabinet Member Decision ES18(18/19)
Author	Leigh Hunnikin Tel: 033 022 23051

Contact	Monique Smart - 033 022 22540
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Cabinet Member for Education and Skills

School Funding 2020/21

In September 2017 the Government announced its plans to allocate funding to Local Authorities (LAs) for Schools and High Needs through a new National Funding Formula (NFF). It is the long term intention for mainstream schools to receive this funding directly from Government, but no date for this has yet been set. Until then the County Council is responsible for distributing funding to schools through its locally agreed formula. The County Council needs to review its local formula factors and unit values for the allocation of funding to mainstream schools to determine how best to make changes to move towards full NFF implementation.

Finance regulations require that schools and academies are consulted about any proposals to change the local formula or other funding arrangements that may affect future school funding. Formal consultation with schools and academies about proposed changes for 2020/21 took place between 23rd October and 13th November 2019 and the outcome of this consultation is to be discussed by the Schools Forum at its meeting at the end of November.

Along with proposals to change the local formula, the consultation also covered the potential transfer of funds from the Schools block to the High Needs block to address cost pressures in this budget.

Following analysis of the responses from schools to the consultation proposals and the outcome of the consultation with the Schools Forum the Cabinet Member will be asked to consider whether to approve the changes to the distribution of funding for 2020/21.

Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 December 2019
Month	January 2020
Consultation/ Representations	All West Sussex Maintained Schools and Academies Children and Young People’s Services Select Committee 23 rd October 2019 Schools Forum : 28 th November 2019 Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Schools Revenue Funding 2020 to 2021 Operational Guide
Author	Andy Thorne Tel: 03302223349

Contact	Monique Smart Tel: 033022 22540
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Cabinet Member for Education and Skills

Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex and the Coordinated Scheme of Admissions	
<p>The County Council has a statutory duty to set the school admission arrangements for community and voluntary controlled schools in West Sussex and to publish a national scheme of coordination for all schools. The scheme of coordination allows parents to complete one application form to the authority in which they reside, this is to ensure that each child receives one offer of a school place. It is proposed that the coordinated scheme for the normal admission round remains the same for 2021</p> <p>With regard to admission arrangements the proposal is to make changes to the oversubscription criteria in two areas, to include a higher priority for children of staff who have been in post for more than two years in the school to which they are applying; and to include children who are subject of a Special Guardianship Order (SGO) to be considered as the same as Children Looked After in order of priority.</p> <p>There are also proposals for consultation to move the catchment area for the Kilnwood Vale Development in North Horsham from the catchment area of Waterfield Primary School and Ifield Community College to a new Kilnwood Vale catchment for primary aged children and Millais and Forest catchment area for secondary age children.</p> <p>The Cabinet Member will be asked to endorse the proposed admission arrangements for community and voluntary controlled schools in West Sussex for the academic year commencing September 2021 and approve the coordinated scheme of admissions.</p>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 December 2019
Month	February 2020
Consultation/ Representations	<p>In accordance with admission regulations, consultation is taking place between December 2019 and end of January 2020 for a period in excess of the minimum 6 week requirement. The key stakeholders consulted include the Resources, School Organisation, Capital and Admissions (Resources and SOCA) sub-group of the Schools Forum, parents, school staff and governors, Diocesan Authorities and neighbouring local authorities. A consultation document is available on the West Sussex website and promoted through the local press.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the Author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None

Author	Ellie Evans Tel: 033022023582
Contact	Monique Smart Tel: 033022 22540

Cabinet

Adoption of the West Sussex Children First Strategic Approach	
<p>In collaboration with partners across West Sussex the County Council is developing a West Sussex Children First Strategic Approach. This will set out the direction and commitment for how partners in West Sussex will deliver a shared vision for children and young people placing children at the heart of all we do.</p> <p>It will be a single over-arching strategic approach based on the West Sussex Plan, the Health and well-Being Strategy and Children's Services Practice Improvement Plan for Social Care as well as other key strategies where outcomes for children, young people and their families will be improved. It will set out how West Sussex will be a great place for children and young people, where all, including those who are vulnerable or disadvantaged, have the best possible start in life and are supported by the whole community to succeed.</p> <p>Cabinet will be asked to approve the adoption of the West Sussex Children First Strategic Approach.</p>	
Decision by	Mr Marshall, Mr Jupp, Mrs Urquhart, Mr Elkins, Mrs Russell, Mrs Jupp, Mr Hunt, Mr Lanzer, Mr Crow - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	27 August 2019
Month	March 2020
Consultation/ Representations	<p>Internal (County Council) and external partners including Health and Well-being Board; Local Safeguarding Partnership; Community Safety; Schools (primary and secondary) Health; Police; Children and Young People; District and Borough Councils.</p> <p>Children and Young People's Services Select Committee – 4 March 2019</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People 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
Author	Ann Marie Dodds Tel: 033 022 29331
Contact	Wendy Saunders - Tel: 033 022 22553

Cabinet Member for Education and Skills

Provision of new school hall at Thorney Island Primary School	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Over recent years there has been an increase in pupil numbers at Thorney Island Primary School and an enlarged school hall is now required to provide sufficient and suitable accommodation for the additional children.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to enable the project to proceed.</p>	
Decision by	Mr Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	21 August 2019
Month	April 2020
Consultation/ Representations	School Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Monique Smart - Tel: 033 022 22540

Strategic Budget Options 2020/21

Cabinet

Review of Fees and Charges	
<p>The County Council reviews its fees and charges at least annually to ensure statutory fees meet current guidelines and discretionary fees reflect market conditions and achieve the required service outcomes. Any changes to fees and charges are proposed to be implemented from 01 January 2020 where possible. The Cabinet Member will be asked to endorse the report. Parking charges will be considered separately by the Cabinet Member for Highways and Transport.</p>	
Decision by	Mr Hunt - Cabinet
West Sussex Plan priority	A Council that Works for the Community

Date added	12 September 2019
Month	January 2020
Consultation/ Representations	Cabinet Members Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Katharine Eberhart Tel: 033 022 22682
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet

Reduction in the Post-16 Support Service	
<p>The post-16 support service works with those young people not in employment, education or training (NEET). The service assists with carrying out the statutory requirement of tracking those individuals who are NEET and supports greater participation through the organisation of Careers/Apprenticeship Fairs across the county and arranges the Apprenticeship Graduation Ceremony.</p> <p>The funding of the service is currently supplemented by the European Structural and Investment Fund (ESIF) project which is a joint scheme with Brighton and Hove City Council. The programme finishes on 31 December 2020.</p> <p>NEET tracking is the statutory element of the work carried out by the post-16 support service, therefore, once the ESIF funding ceases it is proposed that, as well as ESIF fixed term contracts coming to an end, the County Council will reduce the level of service provided. Work is progressing on assessing the impact of options – from a reduction in the level of service to complete withdrawal of the service.</p> <p>The Cabinet Member for Education and Skills will be asked to assess the outcome of this work and approve a proposal to either reduce or withdraw the post-16 support service.</p>	
Decision by	Mrs Urquhart, Mrs Russell, Mr Elkins, Mr Jupp, Mr Marshall, Mr Crow, Mrs Jupp, Mr Hunt, Mr Lanzer - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	30 July 2019
Month	January 2020
Consultation/ Representations	<p>Staff and UNISON have been informed of the requirement to develop options for the post-16 support service. Staff are engaged in the development work on options and both staff and UNISON will be kept updated as the review progresses.</p> <p>Children and Young People's Services Select Committee – 23 October 2019</p>

	Representations concerning this proposed decision can be made to the Cabinet Member via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Papers
Author	Danny Pell Tel: 033 022 22144
Contact	Monique Smart - Tel - 033 022 22540