

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.

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Forward Plan Summary

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

Decision Maker	Subject Matter	Date
Leader	Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme	January 2020
Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	January 2020
Cabinet Member for Economy and Corporate Resources	Crawley Growth Programme: Approval of amendments to project funding allocations	January 2020
Cabinet Member for Highways and Infrastructure	Transport for the South East: response to consultation on draft Transport Strategy	January 2020
Acting Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	February 2020
Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	February 2020
Cabinet Member for Highways and Infrastructure	Highways and Transport Delivery Programmes 2020/21	February 2020
Acting Executive Director Place Services	Worthing Community Hub Award of Contract	February 2020
Acting Executive Director Place Services	Electric Vehicle Charging Procurement and Contract Award	March 2020
Acting Executive Director Place Services	Award of Contract for Self Service Library Kiosks	January 2020

A Prosperous Place

Leader

Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme

The County Council recognises the strategic importance of next generation connectivity that can facilitate the delivery of future public services and improve the local economy. Ultrafast (gigabit) broadband is the next generation of connectivity, capable of delivering speeds of 1Gb (1000Mb) or more using pure optical fibre. In partnership with all district and boroughs (through the West Sussex Full Fibre Programme Board), the County Council is working to make this infrastructure more readily available and have agreed to use funding from the business rate retention pilot for a West Sussex Full Fibre Programme.

The Programme is bidding for additional funding to support two projects:

1. The County Council is leading the Converged Fibre Connectivity (CFC) bid to the Coast to Capital Local Enterprise Partnership's (LEP) Growth Deal funding. This will connect public sector sites in the first instance and also provide an open access duct and/or fibre spine that connects Crawley (including Manor Royal), Horsham and Haywards Heath to the Burgess Hill Fibre Exchange (BHFX) and link to the Brighton Digital Exchange and the Brighton 5G Fibre Ring. This should lower the cost of private investment in the roll out of full fibre network for residents and businesses. The CFC Project is set within a backdrop of the Digital Infrastructure Programme of work. This programme includes other similar digital infrastructure projects, for instance focussing on the rural connectivity of West Sussex. Whilst such projects are distinct, they aim to be complementary in nature

2. The County Council is also supporting the "Gigabit Coast" project led by Adur and Worthing Councils which will connect a number of council assets to create or enhance the digital public realm in Worthing.

If successful, these bids, will require match funding from councils of up to £1.65 million per project directly or via the business rates retention pilot and both need endorsement by the West Sussex Full Fibre Programme Board.

The Leader is asked at this stage to endorse match funding for the 'converged fibre connectivity' (project 1.above) from the business rates retention pilot held within the capital programme provision if (i) the Growth Deal funding is awarded to the bid and (ii) if agreed by the West Sussex Full Fibre Programme Board.

Decision by	Mr Marshall - Leader
West Sussex Plan priority	A Council that works for the Community
Date added	30 July 2019
Month	January 2020
Consultation/ Representations	District and Borough partners and LEP members through bids. Representation can be made via the officer contact from the beginning of the month in which the decision is to be taken.
Background	None

Documents (via website)	
Author	Sarah Bazen Tel: 033022 22374
Contact	Suzannah Hill Tel. 033 022 22551

Director of Highways, Transport and Planning

Concessionary Travel Scheme - award of bus pass manufacture and administration contract	
<p>The Council has a statutory responsibility as a Travel Concession Authority to administer a Concessionary Travel Scheme that provides free bus travel to eligible older and disabled persons.</p> <p>The West Midlands Combined Authority (WMCA), which comprises 18 local authorities and four Local Enterprise Partnerships, has awarded Smartcard framework agreements following an extensive European procurement. The benefits include:</p> <ul style="list-style-type: none"> • Competitive dialogue has allowed WMCA to select the best service • Local Authority partners don't need to undertake their own procurement • Economies of scale due to a shared service • Option for a long-term arrangement • Easy and cost-effective upgrade options built in <p>The Director for Highways, Transport and Planning will be asked to approve the direct award of a bus pass manufacture and administration services contract under the West Midlands Combined Authority Framework.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	2 September 2019
Month	January 2020
Consultation/ Representations	<p>Cabinet Member for Highways and Infrastructure Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, 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	Nicholas Thomas Tel: 033 022 26718
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Economy and Corporate Resources

Crawley Growth Programme: Approval of amendments to project funding allocations

In August 2017 the Leader approved the Crawley Growth Programme [LDR04 17.18](#) and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment* to progress the projects. In December 2017 [OKD03\(17-18\)](#) the Executive Director Economy, Infrastructure and Environment* agreed Crawley Growth Programme project funding allocations and delivery governance.

* post is now *Executive Director of Place Services*

Much progress has been made since December 2017 and a number of projects have been developed, designed and delivered under the guidance of the Crawley Growth Board. This includes a successful bid to the Coast to capital LEP for an additional £820k of funding and the extension of the programme.

The Cabinet Member is asked to approve amendments to project funding allocations, within the overall Programme funding allocation including the addition of £820k to the programme budget which will be used to extend the Manor Royal Bus Lane project. The decision will also update project governance to reflect current project estimates and delivery routes supported by the Crawley Growth Board including the funding agreement with Crawley Borough Council.

Decision by	Mr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that Works for the Community.
Date added	2 December 2019
Month	January 2020
Consultation/ Representations	Crawley Growth Board which includes Crawley Borough Council and West Sussex County Council. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet Member for Highways and Infrastructure

Transport for the South East: response to consultation on draft Transport Strategy

Transport for the South East (TfSE) is the sub-national transport body, currently

operating in shadow form, which covers Berkshire, East Sussex, Hampshire, Kent, Surrey, and West Sussex. It has the twin purpose of facilitating the delivery of a regional transport strategy and promoting economic growth in the South East. With regard to the first purpose, [TfSE is consulting on a draft Transport Strategy](#), which aims to shape the South East as a region economically, technologically and environmentally over the next 30 years, and change the way that investment is made in transport. It addresses issues such as connectivity, reliability, collaboration, 'smart' technology, health and well-being, air quality, accessibility, safety, carbon and climate change, and other environmental impacts. The deadline for comments is 10 January 2020.

The review of the County Council's Local Transport Plan will need to be consistent with the Transport Strategy. It will also be the starting point for bids by TfSE to Government and other bodies for funding to deliver new and improved strategic transport infrastructure, including schemes in West Sussex.

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

Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	1 November 2019
Month	January 2020
Consultation/ Representations	District & Borough councils South Downs National Park Authority Environment, Communities and Fire Scrutiny Committee, January 2020 Elected Members Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, 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	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore 033 022 26052

Acting Executive Director Place Services

Worthing Public Realm Works - Adur and Worthing Growth Programme

The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSCC) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes

through CIL, s106 contributions and direct developer contributions.

Portland Road was identified as the first phase with South Street following on later. Following the working up of the preliminary designs for Portland Road the detailed costs to deliver the scheme rose from the initial options appraisal estimate of £1m to £2.7m. This was based on extensive public consultation and work with the Worthing Town Centre Improvements Project Board. Portland Road is still deliverable within the WSCC committed growth funding, but the increased cost of Portland Road had an implication on the phasing of the public realm package and what the WSCC capital can deliver within this.

Following a public realm board meeting on 6th June it was decided that the initial South Street preliminary design work should be paused, with the exception of the completion of a bus operational study, and pushed back to later in the phasing plan when CIL money will become available. The remaining preliminary design funds were instead diverted to complete the detailed design work for Portland Road to get it ready for contract tender and procurement and delivery.

The remaining capital allocated to the public realm programme will allow WSCC to bring forward the Railway Approach scheme in the public realm package phasing plan and deliver it (estimated at £1.3m to deliver) instead of South Street (estimated at £4m to deliver).

Railway Approach is a pivotal scheme in the public realm package outside of Worthing Station. It will improve the accessibility of the station and links through to the town centre enhancing the resident and visitor experience of Worthing and help to provide a greater sense of place on arrival.

WBC committed to forward fund part of the design costs for Railway Approach so that design work could start immediately.

The Acting Chief Executive will be asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme and to proceed with the design of the Railway Approach public realm scheme.

Decision by	Steve Read - Acting Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	13 May 2019
Month	February 2020
Consultation/ Representations	<p>Cabinet Member for Economy and Corporate Resources. Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019</p> <p>Representation concerning the proposed decision can be made to the Acting Chief Executive via the author or service contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None

Author	Patrick Griffin Tel: 03302224562
Contact	Suzannah Hill Tel: 033 022 22551

Director of Highways, Transport and Planning

Adur and Worthing Agency Agreement for Parking Services	
<p>In 2015, the County Council entered into a five-year Agency Agreement with Adur and Worthing local authorities for the procurement, management and operation of Civil Parking Enforcement and the operational management of the Worthing Controlled Parking Zone.</p> <p>The Agreement, which expires on 31 March 2020, has been reviewed and the County Council wishes to extend the Agreement subject to some variations that reflect current working practices.</p> <p>The Director for Highways, Transport and Planning will be asked to approve the extension of the Agency Agreement for a period of four years.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	20 December 2019
Month	February 2020
Consultation/ Representations	<p>Adur and Worthing local authorities Director of Law and Assurance</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, 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	Miles Davey Tel: 033 022 26688
Contact	Judith Shore 033 022 26052

Cabinet Member for Highways and Infrastructure

Highways and Transport Delivery Programmes 2020/21
<p>The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2020/21 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.</p>

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2020/21 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvements investment needs, and the funding priorities prepared and selected for review and approval in this decision.

The Cabinet Member will be asked to approve –

1. The Local Highway Maintenance Block funded Delivery Programmes to allow implementation of schemes for delivery from 1 April 2020.
2. The Integrated Transport Block funded Delivery Programmes to commencement and implementation of schemes from 1 April 2020.
3. That the Highway and Transport Delivery Programme for 2020/21 is circulated to County Local Committees and other appropriate stakeholders and published on the West Sussex highways webpages for information.
4. That the Director of Highways, Transport and Planning has delegated authority to adjust the 2020/21 Highway and Transport Delivery Programme to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies, or other operational circumstances, in consultation with the Cabinet Member.

Decision by	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	17 December 2019
Month	February 2020
Consultation/ Representations	<p>The County Local Committees will be informed and asked to note schemes in their specific areas (anticipated during the February/March 2020 round of meetings).</p> <p>Internal consultation in development of the Delivery Programmes – those responsible for assets and programme leads within the Highways, Transport and Planning service.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, 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	Rowan Sheppard Tel: 033 022 23627
Contact	Judith Shore 033 022 26052

A Strong, Safe and Sustainable Place

Acting Executive Director Place Services

Worthing Community Hub Award of Contract	
<p>This decision is subject to the approval of the decision by the Cabinet member for Safer, Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director of Place Services.</p> <p>The Acting Executive Director Place Services will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.</p>	
Decision by	Steve Read - Acting Executive Director Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	9 April 2019
Month	February 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Acting Executive Director of Place Services, 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
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Acting Executive Director Place Services

Electric Vehicle Charging Procurement and Contract Award
<p>At a meeting of the Cabinet on 3 December 2019, the County Council adopted an Electric Vehicle Strategy. This strategy sets out the County Council's vision for electric vehicles across the county, and the interventions required to deliver this vision. One of the actions is to enable a comprehensive and cohesive public charging solution on public land by appointing a market-based partner to provide the charging point network.</p>

The Acting Executive Director Place Services will be asked to –	
<ul style="list-style-type: none"> a) commence the procurement process and b) award the contract to the successful bidder 	
Decision by	- Acting Executive Director Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	17 December 2019
Month	March 2020
Consultation/ Representations	<p>District and Borough Councils Internal stakeholders including legal, finance, procurement and highways</p> <p>Representations concerning this proposed decision can be made to the Executive Director Place Services, 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	Ruth O'Brien Tel: 033 022 26455
Contact	Judith Shore 033 022 26052

A Council that works for the Community

Acting Executive Director Place Services

Award of Contract for Self Service Library Kiosks	
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>In order to provide modern, longer term services procurement (decision ref: OKD10 19/20) is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.</p> <p>Following the completion of the procurement process, the Acting Executive Director Place Services seeks to award the Contract for the Self-Service Library Kiosks to the preferred bidder.</p>	
Decision by	Steve Read - Acting Executive Director Place Services

West Sussex Plan priority	A Council that Works for the Community
Date added	21 August 2019
Month	January 2020
Consultation/ Representations	Representations concerning the proposed decision can be made to the Acting Executive Director Place Services by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050