

## 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:

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

### Finance, assets, performance and risk management

Each month the Cabinet Member for Finance 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 033 022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 1 April 2020**



## Forward Plan Summary

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

Page No	Decision Maker	Subject Matter	Date
 <b>Best Start in Life</b>			
	Director of Property and Assets	Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 1	April 2020
	Director of Property and Assets	Award of Contract for the replacement All Weather Pitch at The Weald School, Billingshurst	April 2020
	Cabinet	Scope of services for a proposed Children's Trust	April 2020
	Cabinet	Small Schools Proposals	April 2020
	Director of Property and Assets	Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 2	April 2020
	Director of Education and Skills	Contract Extension for the Provision of Adult Education Services provided by Aspire Sussex Ltd	April 2020
	Cabinet Member for Education and Skills	Expansion of Queen Elizabeth II Silver Jubilee School, Horsham	April 2020
	Acting Executive Director Children, Young People and Learning	Remodelling of May House and Seaside Children's Homes	April 2020
	Cabinet Member for Children and Young People	Children Looked After and Care Leavers' Strategy 2020-2024	April 2020
	Cabinet Member for Education and Skills	Provision of new school hall at Thorney Island Primary School	April 2020
	Acting Executive Director Children, Young People and Learning	Children's Trust Phase 2 Procurement	May 2020
	Acting Executive Director Children, Young People and Learning	Award of contract for remodelling works at Cissbury Lodge Children's Home, Worthing	May 2020
	Cabinet	Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	May 2020
	Acting Executive Director Children, Young People and Learning	Award of contract for remodelling works at May House and Seaside Children's Homes	June 2020
	Cabinet	Adoption of the West Sussex Children First Strategic Approach	July 2020
	Cabinet Member for Education and Skills	Expansion of Palatine Primary School, Worthing	July 2020
 <b>A Prosperous Place</b>			
	Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	April 2020

	Executive Director Place Services	Partial demolition: County Buildings Crawley	April 2020
	Executive Director Place Services	West Sussex Gigabit Voucher Scheme	April 2020
	Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	April 2020
	Cabinet Member for Highways and Infrastructure	Licensing of Tables and Chairs on the Highway	April 2020
	Director of Highways, Transport and Planning	Award of contracts for Highway Maintenance Specialist Services	April 2020
	Executive Director Place Services	Converged Fibre Connectivity	May 2020
	Director of Highways, Transport and Planning	Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6	May 2020
	Cabinet Member for Highways and Infrastructure	Chichester On-Street Parking Management Plan	May 2020
	Cabinet Member for Highways and Infrastructure	Manor Royal On-Street Parking Management Plan	May 2020
	Cabinet Member for Highways and Infrastructure	English National Concessionary Travel Scheme - Discretionary Rail Cards	May 2020
	Director of Highways, Transport and Planning	A29 Realignment Scheme - submission of planning application	May 2020
	Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	June 2020



### **A Strong, Safe and Sustainable Place**

	Executive Director Place Services	Worthing Community Hub Award of Contract	April 2020
	Executive Director Adults and Health	Extension of Day Services Contracts (Adults with Learning Disabilities)	April 2020
	Executive Director Adults and Health	Procurement Housing Related Support Services	April 2020
	Cabinet Member for Adults and Health	Supported Living Services Procurement	April 2020
	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2020-2023	April 2020
	Cabinet Member for Environment	Delivery of the Ash Dieback Action Plan - Procurement	April 2020



### **Independence in Later Life**

	Cabinet Member for Adults and Health	Review of fees and charges for commissioned services	April 2020
	Cabinet Member for Adults and Health	Commissioning of Extra Care Contracts	April 2020
	Executive Director Adults and Health	Discharge to Assess with Reablement Care Services	April 2020
	Cabinet	Adults' Services Improvement - Next Steps	May 2020



## A Council that works for the Community

	Leader, Cabinet Member for Finance	Total Performance Monitor (Rolling Entry)	Between April 2020 and March 2021
	Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2020 and March 2021
	Director of Finance and Support Services	Award of Contract: Business Management Solution	April 2020
	Cabinet Member for Adults and Health	Procurement of Mortuary Services	April 2020
	Cabinet Member for Economy and Corporate Resources	Procurement of a Construction Framework	July 2020

# Best Start in Life

## Director of Property and Assets

### **Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 1**

In order to accommodate the demand for pupil places in the Southwater area of Horsham it is necessary to replace the modular teaching accommodation at Southwater Infant and Junior Schools. In January 2020 the Cabinet Member for Education and Skills approved the allocation of additional monies from Section 106 funds to enable this replacement work to take place (decision reference [ES07\(19/20\)](#)). As part of this decision he also delegated authority to the Director of Property and Assets to award the contract for carrying out these works.

The feasibility work and detailed design for the replacement of the four modular units have now been completed and planning permission granted. The work will be divided into two elements and tendered as two separate contracts:-

Phase 1 - The Supply and Installation of Modular Units

Phase 2 - Enabling Works

A competitive tendering exercise for Phase 1, will now commence. On completion the Director of Property and Assets will be asked to approve the award of the contract to the preferred provider to supply and install the Modular Units.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	12 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	School Parents and Residents Parish and District Councils  Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES07(19/20)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Director of Property and Assets**

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**Award of Contract for the replacement All Weather Pitch at The Weald School, Billingshurst**

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 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 School in Billingshurst accommodates 1700 pupils aged 11-18 and has a mix of indoor PE provision (sports hall, activity hall) and external provision (grass pitches, multi-use games area and All-Weather Pitch (AWP)).

The existing sand dressed AWP has reached the end of its life and requires replacement. 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 AWP and delegate authority to the Director of Property and Assets to award the contract for the works.

Following receipt of this authority from the Cabinet Member the Director of Property and Assets will be asked to approve the award of contract to the preferred contractor to undertake the replacement of the AWP.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	10 January 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	School  Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

**Cabinet**

**Scope of services for a proposed Children's Trust**

In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council will take steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust). The detailed proposals for the establishment and operation of the Trust and its relationship to the County Council will be described in a Memorandum of Understanding between the Council and the DfE.

It is expected that this document will be concluded during April 2020, with a view to planning for the operation of the Trust to take effect in the Spring of 2021.

The Cabinet will take a decision on the proposed scope of services to be included in the proposed Trust and the programme of work for the establishment of the Trust and other critical aspects of the project which need to be included in the Memorandum of Understanding.

<b>Decision by</b>	Mr Jupp, Mr Marshall, Mrs Urquhart, Mrs Russell, Mr Elkins, Mrs Jupp, Mr Lanzer, Mr Hunt, Mr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	25 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Children and Young People's Services Scrutiny Committee – 7 April 2020  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
<b>Background Documents</b> (via website)	None
<b>Author</b>	Garath Symonds Tel: 033 022 22511
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet

### Small Schools Proposals

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 following schools:-

- 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

The consultation ended on 25<sup>th</sup> November 2019. Following assessment of the outcome of the consultation the Cabinet took a [decision](#) to consult on the following specific proposals (decision reference CAB10(19/20)):-

- a) Closure of Clapham and Patching C of E Primary School by September 2020 whilst continuing to discuss academisation proposals which the County Council will encourage and support.
- b) Closure of Rumboldswyke C of E Infant School effective September 2020.



- c) Relocation of Warninglid Primary School and the federation of the school by September 2021 (subject to developers progress).
- d) Closure of Stedham Primary School by September 2020, whilst continuing to encourage and assist the school in its discussion on federation, which if agreed by the end of the consultation period (16 March 2020), will result in the consultation ceasing.

The consultation commenced on 3<sup>rd</sup> February 2020 and closes on 16<sup>th</sup> March 2020. As significant progress with proposals to form a federation with another school had been demonstrated, on 7 February 2020 the proposed closure of Stedham Primary School was removed from the consultation process.

Following assessment of the outcome of the consultation the Cabinet will be asked to determine the next steps and whether the proposals should be implemented.

<b>Decision by</b>	Mr Crow, Mr Hunt, Mrs Jupp, Mr Lanzer, Mr Jupp, Mr Marshall, Mr Elkins, Mrs Urquhart, Mrs Russell - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	5 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Schools Governing Bodies Diocese of Chichester Education Parents and carers Children and Young People's Services Scrutiny Committee – 7 April 2020  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.
<b>Background Documents</b> (via website)	Small Schools Task and Finish Group Meeting Notes Cabinet Member Decision (ES02 (19/20)) Initial Consultation Details Cabinet Decision (Cab10 (19/20))
<b>Author</b>	Graham Olway Tel: 033 022 23029
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Director of Property and Assets**

##### **Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 2**

In order to accommodate the demand for pupil places in the Southwater area of Horsham it is necessary to replace the modular teaching accommodation at Southwater Infant and Junior Schools. In January 2020 the Cabinet Member for Education and Skills approved the allocation of additional monies from Section 106 funds to enable this replacement work to take place (decision reference [ES07\(19/20\)](#)). As part of this decision

he also delegated authority to the Director of Property and Assets to award the contract for carrying out these works.

The feasibility work and detailed design for the replacement of the four modular units have now been completed and planning permission granted. The work will be divided into two elements and tendered as two separate contracts:-

Phase 1 - The Supply and Installation of Modular Units Package

Phase 2 - Enabling Works

The tendering process for Phase 1 is due to start shortly; a competitive tendering exercise for Phase 2 will also now commence. On completion the Director of Property and Assets will be asked to approve the award of the contract to the preferred provider to deliver the Enabling Works.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	12 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES07(19/20)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Director of Education and Skills**

#### **Contract Extension for the Provision of Adult Education Services provided by Aspire Sussex Ltd**

The provision of Adult Education Services is delivered through a contract with Aspire Sussex Ltd. The contract was let on a 3 year term, commencing 1 August 2017, with the option for a 2 year extension. The services provided through the contract include the delivery of a wide range of community learning and adult skills courses, including courses for those with learning difficulties.

The initial contract term ends in August 2020; the Director of Education and Skills will be asked to approve the extension of the contract for a further two years to 31 August 2022. Taking up the extension will allow the County Council to explore future delivery models.

<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	5 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Jessica Coleman Tel: 033 022 28560
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Cabinet Member for Education and Skills**

<b>Expansion of Queen Elizabeth II Silver Jubilee School, Horsham</b>	
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.</p> <p>Following a review of current numbers on roll and the existing accommodation at Queen Elizabeth II Silver Jubilee School in Horsham the need for additional accommodation has been identified, to ensure suitable provision for the needs of the pupils currently on roll. The school caters for a wide-range of Special Educational Needs and Disability for pupils aged between 2 and 19, including children with severe learning difficulties, complex social and communication difficulties, profound and multiple learning difficulties and complex needs.</p> <p>A proposed project to deliver an increase in space would enable the school to offer suitable accommodation and support spaces for 105 pupils.</p> <p>The feasibility work for the project to accommodate the pupils is now underway. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life

<b>Date added</b>	19 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Schools Parents and local residents Parish and District Councils Cabinet Member for Finance and Resources  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
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Acting Executive Director Children, Young People and Learning**

<b>Remodelling of May House and Seaside Children's Homes</b>	
<p>The children's in-house residential service is made up of six homes, of which three, including May House and Seaside, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.</p> <p>A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference <a href="#">CYP03(19/20)</a>). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.</p> <p>To support the delivery of this strategy, the May House and Seaside sites will be remodelled to ensure the most efficient use of the existing space whilst maximising the potential service offering of each site. £225,000 of capital funding has already been approved to develop designs which will deliver the following services;</p> <ul style="list-style-type: none"> <li>• For May House, to provide emergency placements of up to 28 days to facilitate appropriate assessments, particularly for those young people with complex needs who require support to divert them away from secure care, and</li> <li>• For Seaside, to provide placements for children on the 'edge of care' who are at risk of entering the care system, to work with these children and young people to help them into a supported placement or prepare them for independent living</li> </ul> <p>The Executive Director Children, Young People and Learning will be asked to approve the allocation of £2.503m from the capital programme required to fund the delivery of works at May House and Seaside, and the commencement of a procurement process to appoint a contractor to undertake the remodelling at both sites.</p>	
<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning

<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	19 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning, via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Children's Residential Strategy (CYP03(19/20))
<b>Author</b>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Cabinet Member for Children and Young People**

<b>Children Looked After and Care Leavers' Strategy 2020-2024</b>	
<p>The current Children Looked After and Care Leaver's Strategy (2018-21) is being updated following the Ofsted inspection of 2019 and the appointment of a Commissioner to work with West Sussex County Council</p> <p>The update is necessary to ensure a strategic approach and evidence our commitment to ensuring that children who are looked after by the authority are happy, healthy, and safe and have the opportunity to achieve their full potential.</p> <p>The proposed new strategy is the product of consultation with the Children in Care Council, Corporate Parenting Panel and partners. It will have an annually updated action plan to enable the service to measure delivery against the objectives outlined in the strategy and ensure resources are targeted so as to improve the quality of life for children and young people in the care of the local authority.</p> <p>The Cabinet Member for Children and Young People is asked to support the adoption of the Children Looked After and Care Leavers' Strategy 2020-24.</p>	
<b>Decision by</b>	Mrs Russell - Cabinet Member for Children and Young People
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	2 March 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	Corporate Parenting Panel - 12 March 2020 Children in Care Council Health Education Local Safeguarding Partnership Staff and Young People living in County Council Children's Homes

	Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision CYP04 (17/18)
<b>Author</b>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Education and Skills**

<b>Provision of new school hall at Thorney Island Primary School</b>	
<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>	
<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	21 August 2019
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	<p>School Cabinet Member for Finance and Resources</p> <p>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</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

### **Acting Executive Director Children, Young People and Learning**

<b>Children's Trust Phase 2 Procurement</b>
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In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council is taking steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust) as set out in the agreed Memorandum of Understanding between the Council and the DfE (due to be agreed during April 2020).

The Executive Director Children, Young People and Learning will be asked to approve the commencement of a procurement process to appoint a contractor to manage the process of establishing the West Sussex Children's Trust and the transfer of the agreed services to that Trust (as set out in the Memorandum of Understanding).

<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	18 March 2020
<b>Month</b>	May 2020
<b>Consultation/ Representations</b>	Representations concerning this decision should be made to the Executive Director Children, Young People and Learning via the officer contact by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Garath Symonds Tel: 033 022 22511
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Acting Executive Director Children, Young People and Learning**

#### **Award of contract for remodelling works at Cissbury Lodge Children's Home, Worthing**

The children's in-house residential service is made up of six homes, of which three, including Cissbury Lodge, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.

A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference CYP03(19/20)). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.

Cissbury Lodge's contribution to the delivery of this strategy will come through the remodelling of the home to ensure the most efficient use of the existing footprint of the homes whilst maximising the potential service offering of the site.

As part of a separate decision process approval will be sought from the Executive

Director Children, Young People and Learning for the commencement of a procurement to undertake these remodelling works. Once the procurement process has been completed the Executive Director will be asked to agree the award of contract to the preferred contractor for the delivery of works at Cissbury Lodge.

<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	19 February 2020
<b>Month</b>	May 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet

### **Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery**

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 a number of condition issues meaning the College is unable to offer the full curriculum and unable to accommodate the full range of Special Educational Needs.

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.

A further survey of the existing building's condition and suitability to meet the needs of the College's students has now been undertaken. Following assessment of the outcome of this survey and exploration of access options Cabinet will be asked to agree the allocation of funds from the Capital Programme to enable the new investment at Woodlands Meed to proceed.

<b>Decision by</b>	Mr Marshall, Mr Jupp, Mrs Urquhart, Mrs Russell, Mr Elkins, Mr Lanzer, Mrs Jupp, Mr Hunt, Mr Crow - Cabinet
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<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	1 July 2019
<b>Month</b>	May 2020
<b>Consultation/ Representations</b>	School Cabinet Member for Finance and Resources Children and Young People's Services Scrutiny Committee – 4 December 2019  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.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES18(18/19)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Acting Executive Director Children, Young People and Learning**

<b>Award of contract for remodelling works at May House and Seaside Children's Homes</b>	
<p>The children's in-house residential service is made up of six homes, of which three, including May House and Seaside, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.</p> <p>A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference <a href="#">CYP03(19/20)</a>). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.</p> <p>To support the delivery of this strategy, the May House and Seaside sites will be remodelled to ensure the most efficient use of the existing space whilst maximising the potential service offering of each site.</p> <p>As part of a separate decision process approval will be sought from the Executive Director Children, Young People and Learning for the commencement of a procurement to undertake these remodelling works. Once the procurement process has been completed the Executive Director will be asked to agree the award of a contract to the preferred contractor for the delivery of works at May House and Seaside Children's Homes.</p>	
<b>Decision by</b>	AnnMarie Dodds - Acting Executive Director Children, Young People and Learning
<b>West Sussex Plan priority</b>	Best Start in Life

<b>Date added</b>	19 February 2020
<b>Month</b>	June 2020
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Jackie Wood Tel: 033 022 26587
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet

<b>Adoption of the West Sussex Children First Strategic Approach</b>	
<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>	
<b>Decision by</b>	Mr Marshall, Mr Jupp, Mrs Urquhart, Mrs Russell, Mr Elkins, Mrs Jupp, Mr Lanzer, Mr Hunt, Mr Crow - Cabinet
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added</b>	27 August 2019
<b>Month</b>	July 2020
<b>Consultation/ Representations</b>	<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 Scrutiny Committee – 4 June 2020</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
<b>Background Documents</b> (via website)	None
<b>Author</b>	Ann Marie Dodds Tel: 033 022 29331
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

### **Cabinet Member for Education and Skills**

<b>Expansion of Palatine Primary School, Worthing</b>	
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs. There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.</p> <p>Following a review of current numbers on roll, projected needs and the existing accommodation at Palatine Primary School in Worthing the need for additional accommodation has been identified, to meet a projected increase in pupils from 153 to 178. The school caters for a wide-range of Special Educational Needs and Disability for pupils aged between 4 and 11, including children with moderate and severe learning difficulties, complex social and communication difficulties and profound and multiple learning difficulties.</p> <p>A proposed project to deliver an increase in capacity would enable the school to offer suitable accommodation and support spaces for 178 pupils.</p> <p>The feasibility work for the project to accommodate the pupils has been completed. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
<b>Decision by</b>	Mr Jupp - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in LIfe
<b>Date added</b>	1 April 2020
<b>Month</b>	July 2020
<b>Consultation/ Representations</b>	<p>School, parents and local residents Parish and Borough Councils Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or</p>

	officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553