

## 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 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).

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## Forward Plan Summary

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

<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
Director of Highways, Transport and Planning	Award of Contract: Real Time Passenger Information	September 2020
Cabinet Member for Highways and Infrastructure	Emergency Active Travel Fund (tranche 2)	September 2020
Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	September 2020
Director of Environment and Public Protection	Electric Vehicle Charging: Contract Award	October 2020

# A Prosperous Place

## Director of Highways, Transport and Planning

<b>Award of Contract: Real Time Passenger Information</b>	
<p>The current contract for the operation and maintenance of the Real Time Passenger Information (RTPI) system expires on 30 November 2020.</p> <p>The contract covers the operation and maintenance of the central control system, maintenance of RTPI displays at bus stops, and the supply and installation of new displays.</p> <p>An assessment of available routes to market has been undertaken including the option to access existing contracts let by neighbouring authorities.</p> <p>It is proposed that the County Council accesses Hampshire County Council's RTPI Framework Agreement. This is a sole supplier Framework Agreement with VIX Technology Ltd.</p> <p>The contract will allow the County Council to purchase new displays (until August 2021) as well as organise maintenance and system support for both existing and new displays (under November 2025).</p> <p>The Director for Highways, Transport and Planning will be asked to approve the award of a contract for real time passenger information system via the existing Hampshire County Council RTPI Framework Agreement.</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	17 June 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	<p>Cabinet Member for Highways and Infrastructure            Director of Law &amp; 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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Liz Robbins Tel: 033 022 26383
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Cabinet Member for Highways and Infrastructure

### Emergency Active Travel Fund (tranche 2)

On 9 May 2020, the Transport Secretary announced a [£2 billion package to put cycling and walking at the heart of the Government's transport policy](#).

The first stage, worth £250 million, is for emergency interventions to make cycling and walking safer. The County Council received an allocation of £784k and submitted a bid, on 5 June 2020, to the Department for Transport (DfT) for seven initiatives in areas which, until the COVID-19 crisis, were heavily reliant on public transport. The bid was successful and the decision to approve the seven schemes can be found on the County Council's [website](#).

The second tranche of funding will enable authorities to install further, more permanent, measures to cement walking and cycling habits and, where applicable, enable the implementation of schemes identified in Local Cycling & Walking Infrastructure Plans.

The County Council's indicative tranche 2 funding allocation is £3.135m, which will be available towards the end of the summer 2020. An application to the DfT must be submitted by 7 August 2020.

The Cabinet Member for Highways and Infrastructure has set up a cross party Executive Task and Finish Group which will consider the bidding process and criteria, review those schemes that are suitable for submission for tranche 2, advise officers on an appropriate level of consultation and make recommendations for a tranche 2 bid to the Cabinet Member.

The Cabinet Member for Highways and Infrastructure will be asked to approve the schemes to be progressed and delegate authority to the Director of Highways, Transport and Planning to make any subsequent amendments to the schemes.

*Note: due to the DfT's tight timescales for the works to be completed, 28 days' notice for this decision may not be achieved. In this case, the decision will be made using emergency powers.*

<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	22 July 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	County Council Members District and borough councils  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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Andy Ekinsmyth Tel: 033 022 26687

<b>Contact</b>	Judith Shore Tel: 033 022 26052
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**Cabinet Member for Highways and Infrastructure**

<b>Review of the Integrated Parking Strategy</b>	
<p>The County Council's Integrated Parking Strategy (IPS) was previously reviewed in 2014 and, in the context of recent changes in national, regional and local conditions, requires a further review.</p> <p>The revised IPS will cover the period to 2024 and will seek to ensure that the County Council's parking policies remain appropriate and effective at meeting the needs of local communities, its traffic management responsibilities and the wider policies and agenda.</p> <p>The IPS will sit within and contribute towards the County Council's wider transport, economic, community, environment, and health strategies.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the revised Integrated Parking Strategy.</p>	
<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	19 February 2020
<b>Month</b>	September 2020
<b>Consultation/ Representations</b>	<p>All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders</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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## A Strong, Safe and Sustainable Place

**Director of Environment and Public Protection**

<b>Electric Vehicle Charging: Contract Award</b>
<p>In March 2020, the Cabinet Member for Environment <a href="#">approved</a> the commencement of a procurement process to procure a concession contract to plan, install and operate a</p>

publicly accessible electric vehicle chargepoint network across West Sussex, and delegated authority to the Director of Environment and Public Protection, in consultation with the Director of Highways, Transport and Planning, to award the service concession contract to the successful bidder following the procurement exercise.

The formal procurement process has commenced.

On completion, the Director of Environment and Public Protection, in consultation with the Director of Highways, Transport and Planning, will be asked to approve the award of the contract to the preferred contractor to deliver and operate a chargepoint network across West Sussex.

<b>Decision by</b>	Steve Read - Director of Environment and Public Protection
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	19 August 2020
<b>Month</b>	October 2020
<b>Consultation/ Representations</b>	District and Borough Councils Director of Finance and Support Services Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Environment and Public Protection, 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>	Ruth O'Brien Tel: 033 022 26455
<b>Contact</b>	Judith Shore Tel: 033 022 26052