

Forward Plan of Key Decisions

Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by the Members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken on a daily basis, when published decisions are available via this [link](#). The Forward Plan is available on the County Council's website www.westsussex.gov.uk and from County Hall in Chichester, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

Key decisions are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with 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	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation	Names of consultees and/or dates of Select Committee meetings
Background Documents	What documents relating to the proposed decision are available
Background Documents from	Who you can contact to obtain background documents (if available)
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

For questions about the Forward Plan contact Helena Cox on 0330 22 22533, helena.cox@westsussex.gov.uk

Published: 27 June 2018

Forward Plan – Summary of Key Decisions



BEST START IN LIFE

Children and Young People

- June** Procurement of an Integrated Child Psychology Service
June Procurement of a Dynamic Purchasing System for Children’s Placements and other Accommodation and Support Services

Education and Skills

- June & Sept** School Expansion Projects
June Partial revocation of a statutory notice and Cabinet Member Decision taken in July 2012 to relocate and expand Shelley Primary School, Broadbridge Heath
June Procurement of a Dynamic Purchasing System for Children’s Placements and other Accommodation and Support Services

Officer decision

- June & Sept** Award of Contracts for School Expansion Projects



A PROSPEROUS PLACE

Leader

- July** Proposals for the development of the former Novartis Site

Highways and Infrastructure

- June** Review of On-Street Parking Charges and related policy
June Review of On-Street Pay and Display Charges
July Adoption of the West Sussex Joint Minerals Local Plan
July A284 Lyminster Bypass – Funding and Full Planning Application

Officer decision

- June** A259 Dualing Site Preparation Acceleration



A STRONG, SAFE AND SUSTAINABLE PLACE

Adults and Health

- December** Procurement of Mortuary Services for West Sussex

Environment

- June** Variation of the Materials Resource Management Contract (MRMC)
July Options for Improved Control and Management at Household Waste Recycling Sites

July Solar Power for Schools – additional funding

Safer, Stronger Communities

July Endorsement of the West Sussex Fire and Rescue Service Integrated Risk Management Plan 2018-2020

July Endorsement of the West Sussex Fire and Rescue Service Annual Statement of Assurance and Annual Report 2017-18



INDEPENDENCE IN LATER LIFE

Adults and Health

July Short Break Services for Family and Friends Carers (Adults)

July Adults In-house Social Care services – Choices for the Future



A COUNCIL THAT WORKS FOR THE COMMUNITY

Adults and Health

July Procurement of Housing Support Services

Leader

Monthly Total Performance Monitor (Rolling Entry)

Finance and Resources

Monthly Total Performance Monitor (Rolling Entry)

Monthly Review of Property Holdings (Rolling Entry)

June Building Maintenance Services Contract

July Asset Management Policy 2018–2023 and Asset Strategy 2018-19 **(New)**



Children and Young People

Procurement of an Integrated Child Psychology Service

The Council procures, either individually or in partnership with local Clinical Commissioning Groups, a range of psychological support services which provide therapeutic interventions to vulnerable children and young people. Currently there are a number of contracts around provision of psychological support to various parts of Children's Services.

The aspiration of the Council is to have a more integrated model of service for these vulnerable children and their carers so the proposal is to bring together the current suite of contracts into one contract with a value of up to £1,000,000 for all services. The new service would also extend the therapeutic approach already being successfully undertaken in some areas of children's social care (the Child and Adolescent Mental Health Service for Children who are Looked After and Adopted Children – or CAMHS LAAC model) with the addition of new integrated psychology services to support other key areas of the service (for example the new Complex High Risk Adolescent Service and the Children and Family Interventions Service).

The Cabinet Member for Children and Young People will be asked to:

1. Approve the procurement of a new integrated child psychology service; and
2. Delegate authority to the Director of Children and Family Services to award the contract.

Decision By	Mr Hillier, Cabinet Member for Children and Young People
Date added to Forward Plan	3 May 2018
Decision Month	June 2018
Consultation	Ongoing with current service provider, potential service providers and users of the existing service.
Background Documents	None
Background Documents from	N/A
Author	Mary Blanchard - 0330 22 25895
Contact	Wendy Saunders - 0330 22 22553

Procurement of a Dynamic Purchasing System for Children's Placements and other Accommodation and Support Services

The Council has a statutory responsibility to ensure the sufficiency of a variety of accommodation based services for children, young people and young adults. This responsibility includes children who are looked after (CLA), those with special educational needs and disabilities (SEND), care leavers, those on the edge of care, unaccompanied asylum seekers (UASC) and those at risk of homelessness.

Whilst the Council provides some of these services, the demand is such that a significant number of placements have to be purchased from the external market and evaluation shows this is a trend expected to continue. To fulfil this requirement the Council currently has a number of contractual arrangements for purchasing external placements for children. Amongst the largest is a framework for purchasing fostering and residential care home social care placements for Children Looked After (CLA) and a Dynamic Purchasing System (DPS) for educational day and residential placements for children with SEND. Both are used by neighbouring and regional authorities.

As these two arrangements are both coming to the end of their permitted term the Council is seeking to commission one DPS to facilitate the purchase of any external accommodation based social care or educational placements for children and young people including those who are CLA or those assessed as children with SEND. The DPS will ensure a consistent yet flexible approach to purchasing the variety of accommodation based products and services required for children and young people and will help facilitate and manage the market to meet the anticipated demand both in terms of the volumes and complexity of children and young people requiring these services.

The Cabinet Members will be asked to :-

- (1) Approve the commencement of the procurement for the DPS; and
- (2) Delegate authority to the Director of Children and Family Services to enter into a contract to implement the Dynamic Purchasing System following completion of the tender process.

Decision By	Mr Hillier, Cabinet Member for Children and Young People and Mr Burrett, Cabinet Member for Education and Skills
Date added to Forward Plan	9 May 2018
Decision Month	June 2018
Consultation	Representative bodies for the independent and non-maintained schools (INMSS), independent children's homes and foster care agencies sectors; West Sussex Parent & Carer's Forum; young people; individual providers (through Provider Working Groups). Cabinet Member for Finance and Resources
Background Documents	None
Background Documents from	N/A
Author	Karen Wells – 0330 22 26480
Contact	Wendy Saunders – 0330 22 22553

Education and Skills

School Expansion Projects

Due to the increased demand for pupil places and/or to enable implementation of the aims of the SEND Strategy it is necessary to expand a number of schools across the county and a Special Support Centre.

The Cabinet Member for Education and Skills will be asked to:-

- 1) Approve the allocation of the funds required to enable expansion projects to be undertaken at the schools and Special Support Centre listed in the table below; and
- 2) Delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contracts for the works.

	Name of School	Proposal	Decision Month
1.	The Angmering School	Expansion to increase admission number from 252 to 270 in each year group	June 2018
2.	Bourne Community College	Expansion to increase admission number from 150 to 180 in each year group	September 2018
3.	Crawley Down Primary School	Expansion to increase admission number from 45 to 60 in each year group	September 2018
4.	Felpham Community College	Expansion to increase admission number from 240 to 300 in each year group	June 2018
5.	Maidenbower Junior School Special Support Centre	Expansion of the Special Support Centre from 8 to 16 planned places	June 2018
6.	St Mary's Catholic Primary School, Bognor Regis	Expansion to increase admission number from 45 to 60 in each year group	September 2018

Decision By	Mr Burrett, Cabinet Member for Education and Skills (and Deputy Leader)
Dates added to Forward Plan	Date range from 2 February – 24 April 2018
Decision Months	See details in list above
Consultation	School, parents and local residents, Parish, District and Borough Councils Cabinet Member for Finance and Resources Director of Education and Skills
Background Documents	Cabinet Member decision report - Fin09(16/17) – Projects 1 and 3 Cabinet Member decision report - ES10(17/18) – Projects 5 and 7 Cabinet Member decision report - ES12 (17/18) – Project 6 Cabinet Member decision report - CH05(16/17) – Project 6
Background Documents from	See above links
Authors	Tim Crabb, Leigh Hunnikin and Rob White
Contact	Wendy Saunders - 0330 22 22553

Partial revocation of a statutory notice and Cabinet Member Decision taken in July 2012 to relocate and expand Shelley Primary School, Broadbridge Heath

In July 2012 a decision was taken by the then Cabinet Member for Education and Schools to approve the publication of statutory notices to expand and relocate Shelley Primary School to a new development site to the south of Broadbridge Heath, now known as Wickhurst Green.

Since 2012 the Secretary of State for Education has appointed a sponsor, the Glyn Learning Foundation, to set up a Primary Free School on the new development site which is to be funded by the Free Schools Programme of the Department for Education. A date for opening is yet to be confirmed. In the meantime the expansion of Shelley Primary School on its existing site funded in part by West Sussex County Council and in part by the housing developer will be able to cater for the increased demand for school places.

The Cabinet Member for Education and Skills will be asked to :

- (1) Approve the partial revocation of the statutory notice to expand and relocate Shelley Primary School, in line with Department for Education statutory guidelines, after a four week representation period;
- (2) Agree the partial revocation of the Cabinet Member Decision ES14 (12/13).

Decision By	Mr Burrett, Cabinet Member for Education and Skills (and Deputy Leader)
Date added to Forward Plan	17 April 2018
Decision Month	June 2018
Consultation	A notice to be shared with statutory consultees and published in the local press for four weeks asking for comments. This complies with statutory guidance published by the Department for Education. A copy of the notice is available on the Council website and can be accessed via the consultation hub here . A summary of responses will be contained in the Cabinet Member Decision Report upon completion of the consultation exercise. Statutory guidance is published by the Department for Education at:- https://www.gov.uk/government/publications/school-organisation-maintained-schools
Background Documents	Cabinet Member Decision Report from July 2012:- http://www2.westsussex.gov.uk/ds/mis/250712es14.pdf
Background Documents from	Link above
Author	Vanessa Cummins - 0330 22 23046
Contact	Wendy Saunders - 0330 22 22553

Procurement of a Dynamic Purchasing System for Children’s Placements and other Accommodation and Support Services

The Council has a statutory responsibility to ensure the sufficiency of a variety of accommodation based services for children, young people and young adults. This responsibility includes children who are looked after (CLA), those with special educational needs and disabilities (SEND), care leavers, those on the edge of care, unaccompanied asylum seekers (UASC) and those at risk of homelessness.

Whilst the Council provides some of these services, the demand is such that a significant number of placements have to be purchased from the external market and evaluation shows this is a trend expected to continue. To fulfil this requirement the Council currently has a number of contractual arrangements for purchasing external placements for children. Amongst the largest is a framework for purchasing fostering and residential care home social care placements for Children Looked After (CLA) and a Dynamic Purchasing System (DPS) for educational day and residential placements for children with SEND. Both are used by neighbouring and regional authorities.

As these two arrangements are both coming to the end of their permitted term the Council is seeking to commission one DPS to facilitate the purchase of any external accommodation based social care or educational placements for children and young people including those who are CLA or those assessed as children with SEND. The DPS will ensure a consistent yet flexible approach to purchasing the variety of accommodation based products and services required for children and young people and will help facilitate and manage the market to meet the anticipated demand both in terms of the volumes and complexity of children and young people requiring these services.

The Cabinet Members will be asked to :-

- (1) Approve the commencement of the procurement for the DPS; and
- (2) Delegate authority to the Director of Children and Family Services to enter into a contract to implement the Dynamic Purchasing System following completion of the tender process.

Decision By	Mr Hillier, Cabinet Member for Children and Young People and Mr Burrett, Cabinet Member for Education and Skills
Date added to Forward Plan	9 May 2018
Decision Month	June 2018
Consultation	Representative bodies for the non-maintained and independent schools (NMISS), independent children’s homes and foster care agencies sectors; West Sussex Parent & Carer’s Forum; Young People; individual Providers (through Provider Working Groups). Cabinet Member for Finance and Resources
Background Documents	None
Background Documents from	N/A
Author	Karen Wells – 0330 22 26480
Contact	Wendy Saunders – 0330 22 22553

Officer decision

Award of Contracts for School Expansion Projects

Due to the increased demand for pupil places and/or to enable implementation of the aims of the SEND Strategy it is necessary to expand a number of schools across the county and a Special Support Centre.

The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable expansion projects to be undertaken at the schools and Special Support Centre in the table below. The Cabinet Member will also be asked to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contracts for the works.

Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award contracts for the expansion of schools and a Special Support Centre as listed in the table below.

	Name of School	Proposal	Decision Month
1.	The Angmering School	Expansion to increase admission number from 252 to 270 in each year group	June 2018
2.	Bourne Community College	Expansion to increase admission number from 150 to 180 in each year group	September 2018
3.	Crawley Down Primary School	Expansion to increase admission number from 45 to 60 in each year group	September 2018
4.	Felpham Community College	Expansion to increase admission number from 240 to 300 in each year group	June 2018
5.	Maidenbower Junior School Special Support Centre	Expansion of the Special Support Centre from 8 to 16 planned places	June 2018
6.	St Mary's Catholic Primary School, Bognor Regis	Expansion to increase admission number from 45 to 60 in each year group	September 2018

Decision By	Lee Harris, Executive Director of Economy, Infrastructure and Environment
Date added to Forward Plan	Date range from 17 April – 24 April 2018
Decision Month	See details in list above
Consultation	Director of Education and Skills
Background Documents	N/A
Background Documents from	N/A
Author	Tim Crabb, Leigh Hunnikin and Rob White
Contact	Wendy Saunders - 0330 22 22553

Leader

Proposals for the development of the former Novartis Site

In December 2016 the Council purchased the former Novartis Pharmaceuticals site in Horsham, West Sussex (LDR15 (15/16)) to meet a number of strategic objectives of the County Council, particularly around economic growth and facilitating higher value employment. The Council has been progressing plans for the redevelopment of the site, in accordance with the adopted decision.

It is anticipated that a planning application for a mixed use scheme on the site will be made later in the year which will include Grade A office space to support the maintenance of high quality employment at the location.

The Leader will therefore be asked to approve the submission of an outline planning application for the proposed redevelopment of the site.

Decision By	Ms Goldsmith, Leader
Date added to Forward Plan	25 May 2018
Decision Month	July 2018
Consultation	Performance and Finance Select Committee, 9 July 2018 (with Members of the Environment, Communities and Fire Select Committee invited to attend)
Background Documents	None
Background Documents from	Carolyn Carr
Author	Carolyn Carr - 0330 22 23836
Contact	Katherine De La Mora - 0330 22 22535

Highways and Infrastructure

Review of On-Street Parking Charges and related policy

The on-street parking charges review for 2018/19 has been carried out in two phases and outlines options for a review of all on-street parking charges, including all West Sussex permits, parking bay suspensions and pay & display. The first phase incorporating resident's permits has already been included within the 2018 Fees and Charges Report, in a decision taken by the Cabinet Member for Finance and Resources.

The second phase will consist of two reports to the Cabinet Member for Infrastructure and Highways: the first report dealing with parking bay suspensions, dispensation notices, visitor permits, non-resident permits, trader permits, carer permits, healthcare permits, countywide permits and doctor permits.

Decision By	Mr Lanzer, Cabinet Member for Highways and Infrastructure
Date added to Forward Plan	15 May 2018
Decision Month	June 2018
Consultation	Performance and Finance Select Committee
Background Documents	Cabinet Member for Finance and Resources, Fees and Charges 2017/18 Decision Report
Background Documents from	Miles Davy
Author	Miles Davy - 0330 22 26688
Contact	Laura Johnston - 0330 22 22536

Review of On-Street Pay and Display Charges

The on-street parking charges review for 2018/19 has been carried out in two phases and outlines options for a review of all on-street parking charges, including all West Sussex permits, parking bay suspensions and pay & display. The first phase incorporating resident's permits has already been included within the 2018 Fees and Charges Report, in a decision taken by the Cabinet Member for Finance and Resources.

The second phase will consist of two reports to the Cabinet Member for Infrastructure and Highways, the second report dealing with revised options for pay and display charges, which were called in by the Performance and Finance Select Committee during the first phase of the review.

Decision By	Mr Lanzer, Cabinet Member for Highways and Infrastructure
Date added to Forward Plan	15 May 2018
Decision Month	June 2018
Consultation	Performance and Finance Select Committee
Background Documents	Cabinet Member for Finance and Resources, Fees and Charges 2017/18 Decision Report
Background Documents from	Miles Davy
Author	Miles Davy - 0330 22 26688
Contact	Laura Johnston - 0330 22 22536

Adoption of the West Sussex Joint Minerals Local Plan

The Council is preparing a Joint Minerals Local Plan (JMLP) for West Sussex in partnership with the South Downs National Park Authority. The JMLP was submitted to the Secretary of State at the end of May 2017 for independent examination. The hearing sessions of the examination took place in September 2017, and following a round of consultation on Proposed Modifications, the Inspector will issue his report on the Plans 'soundness', and whether or not it is suitable for adoption.

If found sound, the Cabinet Member for Highways and Infrastructure will be asked to endorse the Joint Minerals Local Plan, and recommend to County Council on 8 June 2018 that the Plan be formally adopted and become part of the statutory 'development plan' for West Sussex, replacing the 2003 MLP.

Decision By	Mr Lanzer, Cabinet Member for Highways and Infrastructure
Date added to Forward Plan	6 April 2018
Decision Month	July 2018
Consultation	None
Background Documents	N/A
Background Documents from	N/A
Author	Rupy Sandhu - 0330 22 26454
Contact	Laura Johnston 0330 22 22536

A284 Lyminster Bypass – Funding and Full Planning Application

The Lyminster Bypass has been an approved County Council scheme since 1992. The route of the Bypass has been safeguarded through the Arun District Local Plan (2003) and it is also identified in the current review of the Local Plan (which is due to be adopted this year). The proposed Bypass will provide an important north-south link between Littlehampton and the A27 Crossbush. It will help to deliver 700 new jobs and 1,260 new houses as part of the North Littlehampton development area, as well as realising safety benefits through Lyminster Village and improving journey time reliability. Ecological and archaeological surveys have been completed together with an intrusive ground investigation. The surveys are currently being used to inform the detailed design of the scheme.

The Cabinet Member for Highways and Infrastructure will be asked to consider a report on the funding of the A284 Lyminster Bypass and the inclusion of additional funding towards the scheme in the Capital Programme. The submission of a full planning application is required to enable the scheme to progress towards construction. Therefore, the Cabinet Member will also be requested to authorise the submission of the application.

Decision By	Mr Lanzer, Cabinet Member for Highways and Infrastructure
Date added to Forward Plan	1 May 2018
Decision Month	July 2018
Consultation	Consultation has been on-going with internal services, the North Littlehampton Members Steering Group, Arun District Council, Highways England, the Environment Agency, the developers of the land north of Littlehampton and other stakeholder groups.
Background Documents	None
Background Documents from	Sara McKnight
Author	Sara McKnight - 0330 22 24197
Contact	Laura Johnston - 0330 22 22536

Officer decision

A259 Dualing Site Preparation Acceleration

An opportunity exists to accelerate several areas of work into the current phase of the A259 Littlehampton Corridor Improvements. These are Site Clearance, Utilities Diversions and Site Drainage.

Bringing these tasks forward has the advantage of reducing risks associated with the works programme. This will be achieved by ensuring that vegetation clearance has been carried out following the current bird nesting season and that works will not therefore be delayed at the end of the land acquisition process should it fall in the next bird nesting season. Additionally the Council can commit to the utility diversions and drainage improvements where they fall within the highway boundary or on County Council property beyond the highway boundary. This action will also have the significant advantage of committing a large proportion of the Local Enterprise Partnership (LEP) grant for this scheme in the current financial year and reducing any risk that the grant cannot be used within the funding window.

The Head of Highways and Transport will be asked to approve the commencement of these works.

Decision By	Matt Davey, Head of Highways and Transport
Date added to Forward Plan	15 May 2018
Decision Month	June 2018
Consultation	Consultation will be carried out as appropriate with WSCC Streetworks, Statutory Undertakers and the WSCC Environment & Heritage teams as well as Drainage Teams. Further to this a communications strategy will be agreed to ensure that customers are engaged and advised of the upcoming works.
Background Documents	Scheme Drawings Site Clearance Drawings Stats quotations
Background Documents from	Tony Bathmaker Alex Sharkey - 0330 22 26343
Author	Tony Bathmaker - 0330 22 26324
Contact	Laura Johnston - 0330 22 22536



A STRONG, SAFE AND SUSTAINABLE PLACE

Adults and Health

Procurement of Mortuary Services for West Sussex

The County Council provides mortuary services throughout the county for the bodies of those who die in West Sussex where the death is referred to the Coroner. Current arrangements for this service are due to expire in 2019.

An open procurement process to determine a future model for this provision has been undertaken by the County Council from May 2018. This process includes the option of a new mortuary built by a third party for use by the County Council to meet the service need.

The Cabinet Member will be asked to agree proposals for future mortuary services for West Sussex and if appropriate to delegate authority to the Director of Communities to award a contract to the successful bidder for a design and build project to run from October 2018, subject to the submission of a satisfactory bid.

The contract would need to overlap with the existing contracts to ensure the seamless provision of essential services during the design and any build phase. The existing contracts may be terminated on six months' notice once the progress of a design and build contract is clear and a date for the commencement of the new arrangement is established.

Decision By	Mrs Jupp, Cabinet Member for Adults and Health
Date added to Forward Plan	4 June 2018
Decision Month	December
Consultation	Market Consultation with seven potential suppliers
Background Documents	Decision report SSC03 (18/19): Approval to Commence an Open Procurement for Mortuary Services
Background Documents from	Rachel North
Author	Rachel North - 0330 22 24896
Contact	Suzannah Hill - 0330 22 22551

Environment

Variation of the Materials Resource Management Contract (MRMC)

The MRMC is a contract between the Council and Biffa West Sussex with the main purpose to divert black bag waste away from landfill. The contract was let in June 2010 for an initial period of 25 years.

In order to mitigate financial risks relating to circumstances identified at the commencement of the contract, a Retention Account was set up to hold funds with a value of £8m to be available in the event of contract failure and a need for re-procurement. The contract is now mature and the concerns supporting the original decision have receded. Biffa West Sussex has asked the Council to consider a formal variation to the MRMC to restructure the way the residual risk and potential costs to the Council are covered. At the same time Biffa has offered the Council improved terms as compensation for the requested variation.

The Cabinet Member for Environment will be asked to approve a formal variation to the MRMC to effect these changes.

Decision By	Mrs Urquhart, Cabinet Member for Environment
Date added to Forward Plan	23 May 2018
Decision Month	June 2018
Consultation	Procurement Board (Senior Officers)
Background Documents	None
Background Documents from	N/A
Author	Gareth Rollings – 0330 22 24161
Contact	Laura Johnston – 0330 22 22536

Options for Improved Control and Management at Household Waste Recycling Sites

A number of issues have been identified at Household Waste Recycling Sites (HWRSs) in West Sussex:

1. Site congestion, especially at peak times
2. Impacts of cross-border "waste tourism" due to closer proximity to, or superior facilities or service at, West Sussex sites and more restrictive policies in adjoining authorities
3. Exclusion of trade waste - illegal use of sites for non-household waste

A number of control and management options have been identified that could improve these issues.

The Cabinet Member will be asked to approve the options for improved control and management at Household Waste Recycling Sites.

Decision By	Mrs Urquhart, Cabinet Member for Environment
Date added to Forward Plan	4 December 2017
Decision Month	July 2018
Consultation	HWRS Task and Finish Group and Environment, Communities and Fire Select Committee 31 January 2018.
Background Documents	None
Background Documents from	N/A
Author	Kelly Goldsmith – 0330 22 27714
Contact	Laura Johnston – 0330 22 22536

Solar Power for Schools – additional funding

Under decision LDR22 ((16/17) of 24 March 2017), Members approved the allocation of £2.99m capital to fund the installation of solar photovoltaic (PV) systems on West Sussex schools. Under this current phase of the Solar Power for Schools programme, systems have been installed at 9 schools and £2.29m of the funding allocation remains.

However, with 49 schools registered to join the programme and further schools considering the opportunity, an additional £2m of capital expenditure is requested in order to complete the maximum number of installations before the Government closes its Feed In Tariff (FIT) scheme to new registrations after March 2019. Payments from the FITS are an essential element of the funding package for the programme so all installations must be completed by this deadline. The additional capital requested would take the total expenditure on schools solar PV systems to £4.99m.

Installing solar power has shown clear benefits for the schools with reduced electricity consumption from the grid, cost savings of between £1,000 and £2,000 per annum per school and reduced CO2 emissions for the next 25 years. It also provides a resource for teaching and learning.

The Cabinet Member for Environment will be asked to approve the allocation of additional funding to meet the demand from schools for solar power.

Decision By	Mrs Urquhart, Cabinet Member for Environment
Date added to Forward Plan	22 May 2018
Decision Month	July 2018
Consultation	Head of School Organisation and Transport, Area Building Surveyors for schools, Heads, Business Managers and Bursars at participating schools, Church of England Chichester Diocese.
Background Documents	N/A
Background Documents from	N/A
Author	Andrew Tolfts – 0330 22 28563
Contact	Laura Johnston – 0330 22 22536

Safer, Stronger Communities

Endorsement of the West Sussex Fire and Rescue Service Integrated Risk Management Plan 2018-2020

The Integrated Risk Management Plan (IRMP) is a statutory document required by the Secretary of State from all fire authorities, through the Fire and Rescue Service Framework. It outlines the strategic priorities of the Fire and Rescue Authority (West Sussex County Council), to the Chief Fire Officer. Within the IRMP, the fire authority assesses all foreseeable fire and rescue related risks faced within West Sussex, and proposes plans to address these.

All Fire and Rescue Service (FRS) activity in the areas of prevention, protection and response ultimately derive from the IRMP and the actions it mandates.

The IRMP 2016-2020 is being revised to account for an up to date assessment of local, regional and national risks and opportunities. A draft IRMP will be made available for a six-week consultation with the public.

Following analysis of consultation responses the Cabinet Member will be asked to approve a final West Sussex Fire and Rescue Service IRMP 2018-2022.

Decision By	Ms Kennard, Cabinet Member for Safer, Stronger Communities
Date added to Forward Plan	29 March 2018
Decision Month	July 2018
Consultation	Environment, Communities and Fire Select Committee, 16 March 2018 Public consultation scheduled to be run April – May 2018 Fire Brigades Union, Retained Firefighters Union, Fire Officers Association
Background Documents	A draft Integrated Risk Management Plan will be the subject of consultation
Background Documents from	Jon Lacey
Author	Jon Lacey - 0330 22 25057
Contact	Suzannah Hill - 0330 22 22551

Endorsement of the West Sussex Fire and Rescue Service Annual Statement of Assurance and Annual Report 2017-18

Fire and Rescue Authorities are accountable for their performance and should be open to evaluation by the communities they serve. Information on their performance should be accessible, robust, fit-for-purpose and accurately report on effectiveness and value for money. The National Fire and Rescue framework for England states:

‘Fire and rescue authorities must provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their integrated risk management plan and the requirements included in the Framework. To provide assurance, fire and rescue authorities must publish an annual statement of assurance’.

The Cabinet Member will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance and the Annual Report for 2017-18.

Decision By	Ms Kennard, Cabinet Member for Safer, Stronger Communities
Date added to Forward Plan	17 May 2018
Decision Month	July 2018
Consultation	Environment, Communities and Fire Select Committee 13 June 2018
Background Documents	West Sussex Annual Performance report 2017-18 National Fire and Rescue Service Framework for England 2018
Background Documents from	Jon Lacey
Author	Jon Lacey - 0330 22 25057
Contact	Suzannah Hill - 0330 22 22551



INDEPENDENCE IN LATER LIFE

Adults and Health

Short Break Services for Family and Friends Carers (Adults)

The Cabinet Member for Adults' and Health will be asked to consider the re-commissioning of a range of short break services for those providing care and support to an adult. The current configuration of services that provide short break services are in the final year of contractual agreement with the Council. The intention is that provision will focus on the different needs of these carers across the county.

Short Break Services for Family and Friends Carers will be part of a range of options that carers will be able to choose from and refer themselves into so as to gain respite. The services will be aimed at the 'cared for person' and include:

- Regular activity based sessions away from the home environment e.g. outings or clubs that are based at a venue. Weekday, weekend or evening provision;
- One to one support at home and trips out.

The procurement process will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

Decision By	Mrs Jupp, Cabinet Member for Adults and Health
Date added to Forward Plan	27 March 2018
Decision Month	July 2018
Consultation	Extensive stakeholder consultation, including all partners on the Carers Strategic Partnership Group. Carer Support West Sussex is undertaking an extensive survey of carers regarding respite experiences/need to inform the re-commissioning process.
Background Documents	None
Background Documents from	Mark Greening, Carers Commissioning Manager
Author	Mark Greening – 0330 22 23758
Contact	Suzannah Hill - 0330 22 22551

Adults In-house Social Care services – Choices for the Future

Adults' in-house social care services are currently comprised of twenty one building based services, with 900 services users, 500+ staff, a county wide Shared Lives service with 90 paid carers, with a current budget of £11m. As part of the wider change programme currently underway within the Children's, Adults, Family, Health and Education directorate, work has been undertaken to consider how best to develop and deliver services and customer outcomes that:

- Reach people earlier and be at the heart of local communities;
- Help people access community solutions and improve their connections with others to reduce isolation and loneliness;
- Focus on need rather than customer "labels" and help people maximise their strengths to develop and maintain skills that will support independence and control;
- Emphasise the importance of being highly responsive when people are in crisis and developing a plan that helps them to regain as much independence as possible
- Contribute to sustainability in the social care market place
- Actively seek to build partnerships in the community to provide local solutions

Following extensive engagement, research and analysis and engagement with staff and service users, the Cabinet Member for Adults and Health will be asked to consider the evidence base collated (including demand predictions; external market provision; current in-house provision compared to need; cost; condition, location and current usage of buildings) and support the delivery of a proposed 5 year phased plan through three key activities:

- **Activity block 1** – Remodelling of Day Service provision and implementation of new Day Opportunity service. Years 1 to 3 – 2018-21;
- **Activity block 2** – Aligning decisions and Capital investment for residential/24hr service with strategic priorities in the Adults Commissioning plan. Year 1 – 2018-19; and
- **Activity block 3** – Commencement of implementation of a priority plan for reconfigured residential/24hr service provision. Years 2019-22.

Decision By	Mrs Jupp, Cabinet Member for Adults and Health
Date added to Forward Plan	29 March 2018
Decision Month	July 2018
Consultation	Extensive engagement on developing the service model has taken place during 2016/17, including staff engagement sessions, families and carers, people using the services. Further engagement on the detail of the service proposals will take place during April and May 2018. The Cabinet Members for Adult and Health and Finance and Resources.
Background Documents	In House Social Care Options Appraisal
Background Documents from	IHSC.Options.Appraisal@westsussex.gov.uk
Author	Barry Poland – 0330 22 28770
Contact	Suzannah Hill – 0330 22 22551



A COUNCIL THAT WORKS FOR THE COMMUNITY

Adults and Health

Procurement of Housing Support Services

This decision concerns the commissioning of two separate housing support services for residents who face a particularly high risk of homelessness; mental health service users and ex-offenders. The report will recommend that the Council undertakes a procurement process to let two new contracts to organisations who are able to provide housing support to residents in these groups who are at risk of homelessness:

Hospital Based Housing Support for Mental Health Service Users. This service will build upon an existing pilot which has been operating successfully for 18 months. The service will be based within various NHS settings and provide targeted support to help patients manage housing risks which they are likely to face on discharge. The anticipated value of this contract is approximately £236,000 per annum.

Accommodation Based Support for Ex-Offenders. A significant proportion of offenders are homeless on release from prison. This accommodation based service will provide short term accommodation for ex-prisoners on release and support to access housing options in the private rented sector. The anticipated value of this contract is expected to be approximately £240,000 per annum.

The Cabinet Member will be asked to authorise a procurement process for services to commence from 1 January 2019, and to delegate authority to the Director of Adults' Services to let the contracts.

Decision By	Mrs Jupp, Cabinet Member for Adults and Health
Date added to Forward Plan	1 June
Decision Month	July 2018
Consultation	District and Borough Councils, West Sussex Clinical Commissioning Groups, National Probation Service
Background Documents	None
Background Documents from	N/A
Author	Ivan Western – 0330 22 23740
Contact	Suzannah Hill – 0330 22 22551

Leader

Total Performance Monitor (Rolling Entry)	
The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.	
Decision By	Ms Goldsmith, Leader and Mr Hunt, Cabinet Member for Finance and Resources
Decision Month	A Total Performance Monitor decision will be taken to reflect the position at the end of each calendar month. The decision taken in May of each year will include the outturn for the previous financial year.
Consultation	Cabinet Board Reviewed by the Performance and Finance Select Committee where possible
Background Documents	None
Background Documents from	N/A
Author	Fiona Morris – 0330 22 23811
Contact	Rosemary Pugh - 0330 22 22548

Finance and Resources

Total Performance Monitor (Rolling Entry)	
The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.	
Decision By	Ms Goldsmith, Leader and Mr Hunt, Cabinet Member for Finance and Resources
Decision Month	A Total Performance Monitor decision will be taken to reflect the position at the end of a given calendar month. The decision taken in May of each year will include the outturn for the previous financial year.
Consultation	Cabinet Board Reviewed by the Performance and Finance Select Committee where possible
Background Documents	None
Background Documents from	N/A
Author	Fiona Morris – 0330 22 23811
Contact	Rosemary Pugh - 0330 22 22548

Review of Property Holdings (Rolling Entry)

The Council continually reviews its property estate and those assets which are likely to become surplus to operational requirements, i.e. no longer needed for delivery of current County services. In addition the Council selectively acquires or develops assets for its wider purposes, including investment or to promote social and economic development opportunities. From time to time these activities give rise to decisions to purchase, dispose or to develop an asset.

Decision By	Mr Hunt, Cabinet Member for Finance and Resources
Decision Month	When required
Consultation	Internal as required
Background Documents	Some documents relating to Cabinet Member decisions will not be publicly available but general enquiries regarding property issues, ownerships, availabilities and current disposals can be made by contacting the Strategic Estate Manager, details below.
Background Documents from	Lee Harris
Author	Lee Harris – 0330 22 25088
Contact	Rosemary Pugh - 0330 22 22548

Building Maintenance Services Contract

The Council contract for the provision of mechanical and electrical services throughout its corporate and educational property estate, which provides a broad range of statutory and essential building maintenance activities, is due to expire on 31 March 2019. The Authority therefore needs to undertake a compliant procurement process to ensure a new contract is in place to ensure continuity of supply.

It is anticipated that the scope of the new contract, in addition to the mechanical and electrical activities, will be expanded to include a new Computer Aided Facilities Management system (Help Desk) along with building fabric maintenance and repairs, currently provided by a number of suppliers on an ad hoc basis. The process might also include a procurement of a Framework Agreement to replace the incumbent select list of both local and national organisations which addresses unplanned work.

The full scope of the proposed service will be detailed in the forthcoming decision report following the conclusion of market engagement exercises and stakeholder consultation. This engagement will indicate whether the optimum solution is a single contract (which is the current aspiration), or a number of separate contracts.

The Cabinet Member will be asked to agree to the commencement of a restricted procurement process and to delegate the award to the Director of Economy, Planning and Place for the contract (or contracts if the services are procured as separate contracts) to the value of circa £17m per annum.

It is proposed that the procurement process will commence in June 2018. The contract(s) will be awarded following the publication of an officer key decision in December 2018 in order to commence on 1 April 2019.

Decision By	Mr Hunt, Cabinet Member for Finance and Resources
Date added to Forward Plan	19 April 2018
Decision Month	June 2018
Consultation	Internal and external stakeholders, the incumbent supplier, market suppliers and BWA consultancy.
Background Documents	N/A
Background Documents from	N/A
Author	Jeremy Rigby – 0330 22 26460 and Jez Rumsey – 0330 22 24138
Contact	Rosemary Pugh 0330 22 22548

Asset Management Policy 2018–2023 and Asset Strategy 2018-19 (New)

The County Council has an interest in over 1,300 plots of land totalling in excess of 5,500 acres with 980 establishments included within these plots.

The Council's previous Asset Management Policy and Strategy framework has expired and a new Policy and Strategy framework has been developed. This Policy document sets out the aims and objectives to be achieved through the strategic use of assets over the next five years and so will be reviewed after 5 years. The Strategy document sets out more specifically what actions are proposed that will deliver the aims and objectives of the Policy. It is proposed that the Asset Strategy be reviewed annually.

The Cabinet Member is asked to approve the Asset Management Policy and Strategy.

Decision By	Mr Hunt, Cabinet Member for Finance and Resources
Date added to Forward Plan	27 June 2018
Decision Month	July 2018
Consultation	Performance and Finance Select Committee in October 2017 and on 9 July 2018
Background Documents	The Asset Management Policy and Strategy documents
Background Documents from	Elaine Sanders
Author	Jo Twine (contact Elaine Sanders – 0330 22 25605)
Contact	Rosemary Pugh - 0330 22 22548