

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: 15 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** Proposal to extend the age range of Bishop Tufnell Infant School to become an age 4 -11 (YR – Y6) all through Primary School and to close Bishop Tufnell Junior School
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

- June** Coast to Capital Local Enterprise Partnership Strategic Economic Plan
July Proposals for the development of the former Novartis Site

Highways and Infrastructure

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

Officer decision

- June** A259 Dualing Site Preparation Acceleration



A STRONG, SAFE AND SUSTAINABLE PLACE

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

December Procurement of Mortuary Services for West Sussex



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

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

| | |
|---|---|
| Proposal to extend the age range of Bishop Tufnell Infant School to become an age 4 -11 (YR – Y6) all through Primary School and to close Bishop Tufnell Junior School | |
| Following the federation of Bishop Tufnell Infant and Junior Schools in September 2017 the Governors of the Bishop Tufnell Schools Federation have held discussions with advisors from the Diocese of Chichester and the Local Education Authority to look at how best to secure the long term future of the schools. | |
| The Governors have decided to formally consult on a proposal to close the Junior School as a separate school with effect from 31 August 2018 and to extend the age range of the Infant School to become an age 4-11 (YR-Y6) all-through Primary School from 1 September 2018, using the buildings of both schools. The Governing Body believes that this will significantly improve outcomes for the children as well as providing greater opportunities for the staff. | |
| In consultation with the Governors of the Bishop Tufnell Schools Federation, the Cabinet Member for Education and Skills will be asked to approve the publication of statutory notices proposing an increase in the age range of Bishop Tufnell Infant School from age 4 -7 (YR – Y2) to become an age 4 -11 (YR – Y6) all through Primary School and approve the closure of Bishop Tufnell Junior School with effect from September 2018. | |
| Should representations provide significant new evidence, the Cabinet Member will consider the need to take a further decision, in consultation with the Diocese of Chichester, in respect of the proposals. It is anticipated that should such a decision become necessary, it would be taken by the end of July 2018. | |
| Decision By | Mr Burrett, Cabinet Member for Education and Skills (and Deputy Leader) |
| Date added to Forward Plan | 20 March 2018 |
| Decision Month | June 2018 |
| Consultation | A public consultation exercise with parents, education stakeholders and the wider community will be carried out by the Governing Body between March and May 2018. This complies with statutory guidance published by the Department for Education. https://haveyoursay.westsussex.gov.uk/strategic-planning-and-place/bishop-tufnell/ |
| Background Documents | The consultation document is available from the school office and the weblink above. Statutory guidance is published by the Department for Education at https://www.gov.uk/government/publications/school-organisation-maintained-schools |
| Background Documents from | The School Office, Bishop Tufnell Junior School, Pennyfields, Felpham, Bognor Regis, West Sussex, PO22 6BN. |
| Author | Tracey Dunn - 0330 22 23048 |
| Contact | Wendy Saunders - 0330 22 22553 |

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 Director Economy, Planning and Place 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 Director Economy, Planning and Place to award the contracts for the works.

Following receipt of this approval from the Cabinet Member, the Director of Economy, Planning and Place 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 | Nick Smales, Director of Economy, Planning and Place |
| 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 |