

# 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](http://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:

<b>Decision</b>	The title of the decision, a brief summary and proposed recommendation(s)
<b>Decision By</b>	Who will take the decision
<b>Date added to Forward Plan</b>	The date the proposed decision was added to the Forward Plan
<b>Decision Month</b>	The decision will be taken on any working day in the month stated
<b>Consultation</b>	Names of consultees and/or dates of Select Committee meetings
<b>Background Documents</b>	What documents relating to the proposed decision are available
<b>Background Documents from</b>	Who you can contact to obtain background documents (if available)
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	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](mailto:helena.cox@westsussex.gov.uk)

**Published: 6 July 2018**

# Forward Plan – Summary of Key Decisions



## **BEST START IN LIFE**

### **Children and Young People**

**August** Extension of the Dynamic Purchasing System and Procurement of a Blended Counselling Service

### **Education and Skills**

**July & Sept** School Expansion Projects

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

### **Officer decision**

**July & 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**

**July** A284 Lyminster Bypass – Funding and Full Planning Application



## **A STRONG, SAFE AND SUSTAINABLE PLACE**

### **Adults and Health**

**December** Procurement of Mortuary Services for West Sussex

### **Environment**

**July** 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

<b>July</b>	Short Break Services for Family and Friends Carers (Adults)
<b>July</b>	Adults In-house Social Care services – Choices for the Future
<b>July</b>	Procurement of Integrated Advocacy Services



## A COUNCIL THAT WORKS FOR THE COMMUNITY

### Highways and Infrastructure

**September** Adoption of the West Sussex Statement of Community Involvement (third review)

### Leader

**Monthly** Total Performance Monitor (Rolling Entry)

### Finance and Resources

<b>Monthly</b>	Total Performance Monitor (Rolling Entry)
<b>Monthly</b>	Review of Property Holdings (Rolling Entry)
<b>July</b>	Building Maintenance Services Contract
<b>July</b>	Asset Management Policy 2018–2023 and Asset Strategy 2018-19
<b>July</b>	Procurement of Outdoor Media Services



## Children and Young People

### **Extension of the Dynamic Purchasing System and Procurement of a Blended Counselling Service**

The current Dynamic Purchasing System (DPS) for Children and Young People's Emotional Wellbeing and Mental Health Early Intervention Services within West Sussex was procured in 2015 for an initial term of three years, with potential to extend for a further two years. The DPS has proved an efficient vehicle for procuring low value and recurring services.

The DPS itself has no actual contract value as it makes no guarantee of business for any Provider. However the potential spend by the Council through the DPS is anticipated to be £3 million per annum. In order to maintain continuity of provision in obtaining access to these services authorisation is sought to extend the contract for a two year period to the 31 of July 2020.

The Blended Counselling contract for children and young people is accessed via the DPS and the initial period of the contract ends on 31 October 2018. This service provides specialist counselling services, such as the use of canine partners; the contract value is £474,865 per annum.

The main contract allows for a further extension, however it is considered that the present arrangements do not represent best value for money so should not be extended. Therefore it is necessary to undertake a procurement in order to sustain provision of a blended counselling service after October 2018. Authority will be sought for the award of contract to be delegated to the Director of Children and Family Services. Should this meet the requirements for an Officer Key Decision it will be subject to the necessary key decision process.

The Cabinet Member for Children and Young People is asked to approve:

- 1) The extension of the DPS by two years to 31 July 2020
- 2) The procurement of a revised Blended Counselling service for children and young people in West Sussex, and
- 3) The delegation of authority to the Director of Children and Family Services to award the contract for a revised Blended Counselling service.

<b>Decision By</b>	Mr Hillier, Cabinet Member for Children and Young People
<b>Date added to Forward Plan</b>	3 July 2018
<b>Decision Month</b>	August 2018
<b>Consultation</b>	Ongoing with current service provider, potential service providers, referees and users of the existing service.
<b>Background Documents</b>	None
<b>Background Documents from</b>	N/A
<b>Author</b>	Alison Nuttall - 0330 22 25936
<b>Contact</b>	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.

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

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

<b>Decision By</b>	Mr Burrett, Cabinet Member for Education and Skills (and Deputy Leader)
<b>Date added to Forward Plan</b>	17 April 2018
<b>Decision Month</b>	July 2018
<b>Consultation</b>	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 <a href="#">here</a> . 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:- <a href="https://www.gov.uk/government/publications/school-organisation-maintained-schools">https://www.gov.uk/government/publications/school-organisation-maintained-schools</a>
<b>Background Documents</b>	Cabinet Member Decision Report from July 2012:- <a href="http://www2.westsussex.gov.uk/ds/mis/250712es14.pdf">http://www2.westsussex.gov.uk/ds/mis/250712es14.pdf</a>
<b>Background Documents from</b>	Link above
<b>Author</b>	Vanessa Cummins - 0330 22 23046
<b>Contact</b>	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.

	<b>Name of School</b>	<b>Proposal</b>	<b>Decision Month</b>
<b>1.</b>	The Angmering School	Expansion to increase admission number from 252 to 270 in each year group	July 2018
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<b>5.</b>	Maidenbower Junior School Special Support Centre	Expansion of the Special Support Centre from 8 to 16 planned places	July 2018
<b>6.</b>	St Mary's Catholic Primary School, Bognor Regis	Expansion to increase admission number from 45 to 60 in each year group	September 2018

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

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



## Highways and Infrastructure

### **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.

<b>Decision By</b>	Mr Lanzer, Cabinet Member for Highways and Infrastructure
<b>Date added to Forward Plan</b>	1 May 2018
<b>Decision Month</b>	July 2018
<b>Consultation</b>	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.
<b>Background Documents</b>	None
<b>Background Documents from</b>	Sara McKnight
<b>Author</b>	Sara McKnight - 0330 22 24197
<b>Contact</b>	Rosemary Pugh - 0330 22 22548



# 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.

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

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

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

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

<b>Decision By</b>	Ms Kennard, Cabinet Member for Safer, Stronger Communities
<b>Date added to Forward Plan</b>	29 March 2018
<b>Decision Month</b>	July 2018
<b>Consultation</b>	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
<b>Background Documents</b>	A draft Integrated Risk Management Plan will be the subject of consultation
<b>Background Documents from</b>	Jon Lacey
<b>Author</b>	Jon Lacey - 0330 22 25057
<b>Contact</b>	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.

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

<b>Decision By</b>	Mrs Jupp, Cabinet Member for Adults and Health
<b>Date added to Forward Plan</b>	27 March 2018
<b>Decision Month</b>	July 2018
<b>Consultation</b>	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.
<b>Background Documents</b>	None
<b>Background Documents from</b>	Mark Greening, Carers Commissioning Manager
<b>Author</b>	Mark Greening - 0330 22 23758
<b>Contact</b>	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.

<b>Decision By</b>	Mrs Jupp, Cabinet Member for Adults and Health
<b>Date added to Forward Plan</b>	29 March 2018
<b>Decision Month</b>	July 2018
<b>Consultation</b>	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.
<b>Background Documents</b>	In House Social Care Options Appraisal
<b>Background Documents from</b>	<a href="mailto:IHSC.Options.Appraisal@westsussex.gov.uk">IHSC.Options.Appraisal@westsussex.gov.uk</a>
<b>Author</b>	Barry Poland – 0330 22 28770
<b>Contact</b>	Suzannah Hill – 0330 22 22551



### Procurement of Integrated Advocacy Services

This decision concerns the endorsement of the undertaking of a procurement exercise for integrated advocacy services to be delivered from April 2019, jointly with Brighton & Hove City Council and East Sussex County Council.

The Council currently commissions a number of separate advocacy services; some jointly funded with West Sussex Clinical Commissioning Groups (CCGs). A decision was made in April 2018 to extend a number of these contracts until 31 March 2019, to allow for discussion and consideration of an integrated advocacy contract and procurement options with neighbouring Local Authorities.

It is anticipated that a joint service will improve quality for service users and Council staff; give one point of access for service users and referrers, reduce duplication of services and reduce associated management costs.

The Cabinet Member will be asked to agree to the commencement of a procurement exercise to run from July 2018 to January 2019 and to delegate authority to the Director of Adult's Services to award the contract from April 2019 for a period of four years with an option to extend for a further two years at a cost of not more than £870,000 per annum.

<b>Decision By</b>	Mrs Jupp, Cabinet Member for Adults and Health
<b>Date added to Forward Plan</b>	2 July 2018
<b>Decision Month</b>	July 2018
<b>Consultation</b>	WSCC Commissioners / CCG Colleagues / Provider Market Engagement
<b>Background Documents</b>	
<b>Background Documents from</b>	Liz Merrick
<b>Author</b>	Liz Merrick – 0330 22 23733
<b>Contact</b>	Suzannah Hill – 0330 22 22551



# A COUNCIL THAT WORKS FOR THE COMMUNITY

## Highways and Infrastructure

### **Adoption of the West Sussex Statement of Community Involvement (third review)**

The Statement of Community Involvement (SCI) is a formal statement of the Council's policy about how local communities and stakeholders can be actively, meaningfully and continuously involved in the preparation of local plans, and in the consideration of planning applications that the County Council is responsible for determining.

Planning regulations require that SCIs are reviewed every five years. The SCI (second review) was adopted in June 2012 and therefore a review is taking place. Public consultation on the contents of the third review of the SCI will take place during July–August 2018 before it is amended as necessary and finalised. The updates to the SCI are light touch, and there are no substantive changes being proposed. The changes are largely due to recent regulation changes about a review of these documents every five years.

The Cabinet Member for Highways and Infrastructure will be asked to approve the adoption of the Statement of Community Involvement (third review) as the Council's most up-to-date statement on community involvement in planning matters.

<b>Decision By</b>	Mr Lanzer, Cabinet Member for Highways and Infrastructure
<b>Date added to Forward Plan</b>	2 July 2018
<b>Decision Month</b>	September 2018
<b>Consultation</b>	Public consultation on the contents of the third review of the SCI will take place during July–August 2018
<b>Background Documents</b>	None
<b>Background Documents from</b>	N/A
<b>Author</b>	Rupy Sandhu - 0330 222 6454
<b>Contact</b>	Rosemary Pugh - 0330 22 22548

## Leader

<b>Total Performance Monitor (Rolling Entry)</b>	
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.	
<b>Decision By</b>	Ms Goldsmith, Leader and Mr Hunt, Cabinet Member for Finance and Resources
<b>Decision Month</b>	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.
<b>Consultation</b>	Cabinet Board Reviewed by the Performance and Finance Select Committee where possible
<b>Background Documents</b>	None
<b>Background Documents from</b>	N/A
<b>Author</b>	Fiona Morris - 0330 22 23811
<b>Contact</b>	Rosemary Pugh - 0330 22 22548

## Finance and Resources

<b>Total Performance Monitor (Rolling Entry)</b>	
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.	
<b>Decision By</b>	Ms Goldsmith, Leader and Mr Hunt, Cabinet Member for Finance and Resources
<b>Decision Month</b>	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.
<b>Consultation</b>	Cabinet Board Reviewed by the Performance and Finance Select Committee where possible
<b>Background Documents</b>	None
<b>Background Documents from</b>	N/A
<b>Author</b>	Fiona Morris - 0330 22 23811
<b>Contact</b>	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.

<b>Decision By</b>	Mr Hunt, Cabinet Member for Finance and Resources
<b>Decision Month</b>	When required
<b>Consultation</b>	Internal as required
<b>Background Documents</b>	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.
<b>Background Documents from</b>	Lee Harris
<b>Author</b>	Lee Harris – 0330 22 25088
<b>Contact</b>	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 July 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.

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

### Asset Management Policy 2018–2023 and Asset Strategy 2018-19

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.

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

### Procurement of Outdoor Media Services

The Council has a revenue generation target for outdoor media services. This involves utilising County Council land capacity for the purposes of offering outdoor media development opportunities, in line with local planning consent, to third party providers. In order to realise and maximise the revenue generation opportunity the Council has analysed the land it owns, adjacent to key highways and population areas where outdoor media would be viable.

To maximise the use of this land and potential revenue, the Council intends to grant a lease/licence of specific sites to a Service Provider to facilitate advertising and/or sponsorship revenue through the use of outdoor media infrastructures, at appropriate sites in the county.

The Cabinet Member for Finance and Resources will be asked to approve the commencement of a procurement process for the above outlined services and utilisation of specific sites.

<b>Decision By</b>	Mr Hunt, Cabinet Member for Finance and Resources
<b>Date added to Forward Plan</b>	2 July 2018
<b>Decision Month</b>	July 2018
<b>Consultation</b>	Local Members, Cabinet Member for Highways and Infrastructure, West Sussex Estates Team
<b>Background Documents</b>	N/A
<b>Background Documents from</b>	N/A
<b>Author</b>	Angela Redman – 0330 22 22404
<b>Contact</b>	Rosemary Pugh – 0330 22 22548