



# Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by councillors or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet sitting in public. The meetings are also available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website.

The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the website. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

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

## Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Katherine De La Mora on 033 022 22535, email [katherine.delamora@westsussex.gov.uk](mailto:katherine.delamora@westsussex.gov.uk).

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# Finance and Property

## Cabinet

<b>Emergency Central Government Funding (Rolling Entry)</b>	
<p>Due to the ongoing public health emergency the County Council has received a number of support packages from Central Government. As funds are received the Council needs to determine arrangements to distribute, allocate or make other preparations for the appropriate use of funds received.</p> <p>The relevant decision maker will be determined by the intended use of the allocated funds. The Council may be required to comply with a number of conditions set out in the terms of the grant which may mean decisions need to be taken quickly due to the need to provide timely financial support related to the Covid-19 pandemic. Members will be consulted or advised of planned decisions with as much notice as can be provided.</p>	
<b>Decision by</b>	
<b>Date added</b>	15 February 2021
<b>Month</b>	Before December 2022
<b>Consultation/ Representations</b>	Representations can be made to the officer contact.
<b>Background documents</b> (via website)	None
<b>Author</b>	Tony Kershaw Tel: 033 022 22662
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

## Cabinet, Leader, Cabinet Member for Finance and Property

<b>Award of Contract(s) Information Technology Services (Rolling Entry)</b>	
<p>The Performance and Resources Report (PRR) details the Council's position in relation to revenue and capital spending, budget planning, workforce projections, performance and risk management by portfolio against the County Council's priorities. The Leader, Cabinet Member for Finance &amp; Property, or Cabinet will be recommended to approve the PRR and any decisions required in relation to budget (revenue or capital), resources and performance management.</p>	
<b>Decision by</b>	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
<b>Date added</b>	31 March 2022
<b>Month</b>	Before April 2023
<b>Consultation/ Representations</b>	The following will be consulted:  All Scrutiny Committees

	Cabinet Representations concerning this proposed decision can be made to the decision-maker via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Suzannah Hill 033 022 22551

### **Cabinet Member for Finance and Property**

<b>Property and Assets: (Rolling Entry)</b>	
<p>The <u>Council Plan</u> sets out the Council's ambition to minimise the burden of local taxation, delivering the agreed priorities for residents within the approved budget and capital programme. The Council maintains an <u>Asset Management Policy and Strategy</u> that details how the Council's Assets will be managed and developed to deliver against the targets within the Council Plan. An objective of the Asset Management Strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities. Decisions may be taken by the Cabinet, the Cabinet Member for Finance and Property or by the relevant Cabinet Member in relation to assets under the control of the County Council in accordance with the approved and published Asset Management Strategy.</p>	
<b>Decision by</b>	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
<b>Date added</b>	31 March 2022
<b>Month</b>	Before April 2023
<b>Consultation/ Representations</b>	The following are being consulted: Local members Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

## Cabinet Member for Finance and Property

### Endorsement Community Asset Transfer Lease: Phoenix Centre

The County Council's [Asset Management Strategy](#) supports the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities. The following vacant property has been identified as suitable for Community Asset Transfer:

- Phoenix Centre, Westloats Lane, North Bersted, Bognor Regis, West Sussex, PO21 5JD

This has been declared surplus to operational requirements following the redesign of the Council's Early Help Centres ([CAB02 21/222](#)).

Constituted community groups, charitable organisations, voluntary groups and Town and Parish Councils working in partnership with local community groups have been invited to apply for transfer of this property. The Council is looking to work with suitable organisations that are able to demonstrate, through a selection process, the ability to take on, manage and maintain these assets through a Full Repairing and Insuring Lease, with terms to be agreed, subject to contract. Providing a suitable proposal comes forward, a preferred lessee will be chosen.

The Cabinet Member for Finance and Property will be asked to approve the granting of a lease of the property of over 14 years in term at nil rent.

<b>Decision by</b>	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
<b>Date added</b>	9 March 2022
<b>Month</b>	December 2022
<b>Consultation/ Representations</b>	The following are being consulted: local member  Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

## Cabinet, County Council

<b>Council Plan and Revenue Budget 2023/24</b>	
<p>The Council Plan and Budget report details a refreshed Council Plan, the County Council's revenue budget, the level of council tax proposed for 2023/24 and the nature of its expenditure, income and savings for a balanced budget. It will also outline the County Council's Capital Programme to cover the period 2023/24 to 2027/28 which will update the programme previously agreed by County Council.</p> <p>Cabinet will be asked to endorse the refreshed Council Plan, Revenue Budget and Capital Programme to deliver the Council Plan for approval at County Council on 17 February 2023.</p>	
<b>Decision by</b>	Councillor Jacquie Russell, Councillor Joy Dennis, Councillor Nigel Jupp, Councillor Paul Marshall, Councillor Deborah Urquhart, Councillor Steve Waight, Councillor Jeremy Hunt, Councillor Amanda Jupp, Councillor Bob Lanzer, Councillor Duncan Crow
<b>Date added</b>	27 October 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	<p>The following are being consulted:</p> <p>Performance and Finance Scrutiny Committee</p> <p>All Member sessions</p> <p>Representations concerning this proposed decision can be made to the decision-maker via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Taryn Eves Tel: 033 022 23564
<b>Contact</b>	Natalie Jones-Punch Tel: 033 022 25098

# Support Services and Economic Development

## Director of Finance and Support Services

<b>Award of Contract(s) Information Technology Services (Rolling Entry)</b>	
<p>In December 2020 the Cabinet Member for Economy &amp; Corporate Resources approved a proposal via decision <a href="#">ECR04 20-21</a>, to insource and recommission, through new contracts, the services currently provided by Capita through the Information Technology outsource contract.</p> <p>The Cabinet Member delegated authority to the then Director of Finance and Support Services to progress the programme and commence procurement of the Service Desk and End User Compute Services, Networks, Telephony, Cloud Hosting and Infrastructure and Application Management Services. In accordance with the decision a procurement exercise is being undertaken.</p> <p>Contract(s) will be awarded to the successful bidder(s) from June 2021 and such dates as contractually needed. Initial service transitions commenced in July 2021.</p>	
<b>Decision by</b>	Director of Finance and Support Services (Taryn Eves)
<b>Date added</b>	14 April 2021
<b>Month</b>	Before April 2023
<b>Consultation/ Representations</b>	<p>The following are to be consulted: External consultants SOCITM</p> <p>Representation concerning this proposed decision can be made to the decision-maker via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Stewart Laird Tel: 033022 25310
<b>Contact</b>	Suzannah Hill 033 022 22551

## Director of Finance and Support Services

<b>Award of Contract: Data Archiving Solution for SAP</b>	
<p>In preparation for decommissioning of the SAP Enterprise Resource Planning System (when replaced with Oracle Fusion via the SmartCore programme), the Council has undertaken a procurement process for a data archive solution to retain historic Finance, Human Resources and Procurement records in line with data retention obligations.</p> <p>Decision <a href="#">SSED02 22-23</a> delegated authority to the Director of Finance &amp; Support Services to award the decision.</p>	
<b>Decision by</b>	Director of Finance and Support Services (Taryn Eves)
<b>Date added</b>	7 July 2022

<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	SME's within the Business, Market suppliers. Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Author</b>	Stewart Laird Tel: 033022 25310
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551