

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: 23 May 2018

Leader

Adoption of the Economic Growth Plan	
In October the County Council published The West Sussex Plan which sets out the Council's priority outcomes and ambitions for the period 2018 to 2022. An Economic Growth Plan has been developed, setting out the priorities, activities and resources to drive the County Council's economic development and growth ambitions. The Economic Growth Plan will support the delivery of the 'Prosperous Place' outcome.	
Decision By	Ms Goldsmith, Leader and Mr Hunt, Cabinet Member for Finance and Resources
Date added to Forward Plan	2 November 2017
Decision Month	May 2018
Consultation	Member Day 6 December 2017, Environment, Communities and Fire Select Committee 31 January 2018 and 16 March 2018, Consultation with District and Borough councils, Coast to Capital Local Enterprise Partnership, South Downs National Park, Area Economic Partnerships, and business organisations.
Background Documents	None
Background Documents from	Author
Author	Carolyn Carr - 0330 22 23836
Contact	Katherine De La Mora - 0330 22 22535

Coast to Capital Local Enterprise Partnership Strategic Economic Plan	
In 2014 the Coast to Capital Local Enterprise Partnership (LEP) published its Strategic Economic Plan (SEP) which outlines the strategy for economic growth for the Coast to Capital LEP region.	
Following the decision to leave the EU and the emergence of the Industrial Strategy, the LEP has been developing a new SEP to clearly set out the economic challenges and opportunities for the region, and what conditions, investment and interventions are needed to achieve economic growth.	
The Council has been developing an Economic Growth Plan for West Sussex and has been working closely with the LEP to ensure that there is alignment with the priorities within the SEP.	
The Leader is recommended to formally consider the SEP and, if appropriate, endorse the Plan for adoption.	
Decision By	Ms Goldsmith, Leader
Date added to Forward Plan	29 March 2018
Decision Month	June 2018
Consultation	Key stakeholders, partners and businesses were consulted on the draft SEP proposals in March 2018
Background Documents	Draft Strategic Economic Plan
Background Documents from	www.coast2capital.org.uk
Author	Carolyn Carr - 0330 22 23836
Contact	Katherine De La Mora - 0330 22 22535

Highways and Infrastructure

Newbridge and Farthings Hill Roundabouts and Cycle Scheme

The West of Horsham highway infrastructure package includes four significant highway junction projects to support the delivery of the major housing and employment allocations to the east and west of the A24. The schemes are to be section106 funded in the first instance. The four junction schemes are: -

- Farthings Hill Roundabout
- Newbridge Roundabout
- Great Daux Roundabout
- Robin Hood Roundabout

The Newbridge Roundabout, Farthings Hill Roundabout and connecting cycle scheme and highway alterations is to be let as one contract using the Council's Highways and Transport Construction Framework Lot 2. The Great Daux and Robin Hood junctions will be the subject of a future decision report later in 2018/19. The scheme links to an adjacent developers schemes for downgrading and closing the old A264.

The Cabinet Member will be asked to approve:

- i. the commencement of the mini-competition process for the Newbridge Roundabout, Farthings Hill Roundabout, connecting cycle scheme and highway alterations using the Lot 2 framework and;
- ii. the delegation of authority for the decision to appoint a selected contractor (from the Lot 2 list of suppliers) to the Director of Highways and Transport.

Decision By	Mr Lanzer, Cabinet Member of Highways and Infrastructure
Date added to Forward Plan	2 February 2018
Decision Month	May 2018
Consultation	Local members, District and Parish Councils
Background Documents	Relevant scheme project plans and reports
Background Documents from	Stephen Reed
Author	Stephen Reed – 0330 22 27328
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	June 2018
Consultation	None
Background Documents	N/A
Background Documents from	N/A
Author	Rupy Sandhu - 0330 22 26454

Contact	Laura Johnston 0330 22 22536
----------------	------------------------------

A27 Chichester Improvements: Submission to the Government's Roads Investment Strategy

In February 2017, the Secretary of State cancelled the A27 Chichester bypass scheme as there was no local consensus on the option to be taken forward. The Build a Better A27 Community Action Group was subsequently convened to bring local stakeholders together to develop solutions. The South Chichester County Local Committee (CLC) also established a working group to support this project. The project is now reaching a conclusion and the Cabinet Member for Highways and Infrastructure will be asked to approve the County Council's preferences for the A27 Chichester scheme to inform Roads Investment Strategy 2 (2020-25), and that it be sent to the Secretary of State and Highways England.

Decision By	Mr Lanzer, Cabinet Member for Highways and Infrastructure
Date added to Forward Plan	1 May 2018
Decision Month	June 2018
Consultation	Environment, Communities and Fire Select Committee on 4 June
Background Documents	None
Background Documents from	N/A
Author	Darryl Hemmings – 0330 22 26437
Contact	Laura Johnston – 0330 22 22536

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

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

Finance and Resources

Adoption of the Economic Growth Plan

In October the County Council published The West Sussex Plan which sets out the Council's priority outcomes and ambitions for the period 2018 to 2022. An Economic Growth Plan has been developed, setting out the priorities, activities and resources to drive the County Council's economic development and growth ambitions. The Economic Growth Plan will support the delivery of the 'Prosperous Place' outcome.

Decision By	Ms Goldsmith, Leader and Mr Hunt, Cabinet Member for Finance and Resources
Date added to Forward Plan	2 November 2017
Decision Month	May 2018
Consultation	Member Day 6 December 2017, Environment, Communities and Fire Select Committee 31 January 2018 and 16 March 2018, Consultation with District and Borough councils, Coast to Capital Local Enterprise Partnership, South Downs National Park, Area Economic Partnerships, and business organisations.
Background Documents	None
Background Documents from	Author
Author	Carolyn Carr - 0330 22 23836
Contact	Katherine De La Mora - 0330 22 22535

Officer decision

Procurement of Interim Highways Contract

It is planned to procure an interim contract for the provision of a range of statutory highways maintenance services on the expiry of the current contract, and pending the successful completion of a competitive procurement exercise to replace the current contract. The procurement process is currently delayed due to technical legal issues. The length of the interim contract and the detailed terms will be the subject of negotiation and the resolution of the technical and legal issues. These details are likely to be commercially confidential but the value of the contract is estimated to be in the region of £10m.

Decision By	Matt Davey, Director of Highways and Transport
Date added to Forward Plan	16 April 2018
Decision Month	May 2018
Consultation	Cabinet Member for Highways and Infrastructure. The Executive Director of Economy, Infrastructure and Environment, the Director of Finance, and the Director of Law and Assurance will need to give authority to proceed with an interim contract in accordance with the Council's Standing Orders on Contracts.
Background Documents	None
Background Documents from	N/A
Author	Chris Barrett – 0330 22 26707
Contact	Laura Johnston – 0330 22 22536

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

Environment

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	May 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

Variation of the Recycling and Waste Handling Contract (RWHC)

The Recycling and Waste Handling Contract (RWHC) began on 5 March 2004 with Viridor Waste (West Sussex) Limited. It is a 25 year contract. A number of changes to the form, length and financial arrangements within the contract were made by a key decision in August 2017 (ENV02 (17/18)). Since August 2017 updated information has become available and therefore a new decision is now required to address these changes. This includes changes to elements of the input specification of the facility requiring some additional capital expenditure and consequential adjustments to the financial model.

The Cabinet Member will be asked to approve the variations to the Recycling and Waste Handling Contract.

Decision By	Mrs Urquhart, Cabinet Member for Environment
Date added to Forward Plan	4 April 2018
Decision Month	May 2018
Consultation	Procurement Board (Senior Officers)
Background Documents	ENV02 (17/18) Variations to the Recycling and Wastes Handling Contract with Viridor (West Sussex) Ltd (Part II Decision Report)
Background Documents from	www.westsussex.gov.uk
Author	Gareth Rollings – 0330 22 24161
Contact	Laura Johnston - 0330 22 22536

Variation of the Materials Resource Management Contract (MRMC) (New)

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

Solar Power for Schools – additional funding

The Council has successfully installed solar photovoltaic (PV) systems in 20 schools to date, with another 49 schools registered under the first tranche of the Solar Power for Schools programme. This is more than required to use up the £3m capital allocated in decision LDR22 (16/17) of 24 March 2017. 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.

Schools continue to register interest in the programme, exceeding the allocated budget. Due to the success of the programme we are now requesting an additional £2m of capital expenditure to deliver the second tranche of the programme. The central government's Feed In Tariff Scheme (FITS) closes 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 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	
<p>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:</p> <p>'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'.</p> <p>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.</p>	
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

Officer decision

Adoption of Voluntary and Community Sector Partnership Principles	
<p>As part of the Unlocking the Power of Communities transformation programme the Council will be resetting the relationship with the Voluntary and Community Sector (VCS), agreeing clear principles of its inter-relationship based on the recognition of mutual value.</p> <p>Part of this work will be the development and adoption of a set of partnership principals that outline how the Council will work with the VCS in future. These principles will be co-designed with the VCS through a number of engagement activities and take account of feedback on the existing West Sussex Compact agreement.</p> <p>The Cabinet Member will be asked to endorse a new set of Partnership Principles developed in consultation with partners including the West Sussex Clinical Commissioning Groups, West Sussex District and Borough Councils, the Community and Voluntary Service Network and representatives from the Voluntary and Community Sector.</p>	
Decision By	Rachel North, Director of Communities
Date added to Forward Plan	2 March 2018
Decision Month	May 2018
Consultation	West Sussex Clinical Commissioning Groups, West Sussex District and Borough Councils, the Community and Voluntary Service Network and representatives from the Voluntary and Community Sector

Background Documents	West Sussex Compact 2012
Background Documents from	Cali Sparks – 0330 22 23872
Author	Debra Balfour – 0330 22 28678
Contact	Suzannah Hill – 0330 22 22551



A COUNCIL THAT WORKS FOR THE COMMUNITY

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

The Cabinet Member for Finance and Resources approved a process in October 2017 (FR07(17/18)) to procure via an Online Journal of the European Union (OJEU) compliant framework, a single multi-disciplinary consultant to provide professional advice and design work for property plans and investment.

The scope of the work will include the full range of (non-highways) construction projects being progressed through the Council's Capital Programme. The consultant will support the Council's feasibility and appraisal work providing the required expertise to enable design, cost and project management.

The Cabinet Member for Finance and Resources gave delegated authority to the Executive Director of Economy, Infrastructure and Environment, since further delegated to the Director of Economy, Planning and Place, to make the appointment which will be limited to five years maximum and contain break clauses to allow the Council to withdraw from any agreement in the event of revised corporate priorities, poor performance or other circumstances.

Decision By	Nick Smales, Director of Economy, Planning and Place
Date added to Forward Plan	6 March 2018
Decision Month	May 2018

Consultation	For Cabinet Member decision – PropCo Panel July 2017 and Performance and Finance Select Committee Business Planning Group – August 2017
Background Documents	Approach to Strategic Estate Planning and Investment: Selective Acquisition and Development (PropCo Policy)
Background Documents from	www.westsussex.gov.uk
Author	Peter Maskell – 0330 22 26288
Contact	Rosemary Pugh - 0330 22 22548