



# 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>Lead officer (report 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).

**Published: 25 May 2023**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Decarbonisation Plan Implementation Programme (Phase 1a) - Allocation of Capital Funding	May 2023
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Littlehampton Harbour Infrastructure Maintenance - allocation of funding	May 2023
Director of Place Services (Lee Harris)	Award of Design and Build contract at the Halewick Lane Battery Storage site	June 2023
Director of Place Services (Lee Harris)	Refuse Derived Fuel and Energy Recovery Feedstock Services Contract Award	July 2023
Director of Place Services (Lee Harris)	Award of Water and Wastewater Ancillary Services Contract	July 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Infrastructure Asset Management Strategy and Policy	May 2023
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	May 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	May 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Traffic Signals - Halogen to LED Bulb Replacement Project	July 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Review of On-Street Parking Charges 2023/2024	July 2023

## Environment and Climate Change

### Decarbonisation Plan Implementation Programme (Phase 1a) - Allocation of Capital Funding

In [April 2019 Full Council](#) adopted a motion pledging to try to reach net carbon zero emissions by 2030. The measures to be taken to achieve this are outlined in the [WSCC Carbon Management Plan](#).

The County Council identified, amongst its most carbon-emitting assets, 21 premises that fulfilled the requirements for external funding via the Public Sector Decarbonisation Fund 3b (PSDS3b) and, in February 2023, was awarded part-funding for the works.

Following the [approval of funding to progress the design stages](#) of Phase 1a of the Heat Decarbonisation Programme and the award of external funding via PSDS3b, the

programme now requires approval for the balance of capital funding to deliver the agreed scope of works.  
The Cabinet Member for Environment & Climate Change will be asked to approve the allocation of capital funds required to enable the delivery of the Heat Decarbonisation Works to Phase 1a and to delegate authority to the Assistant Director of Property and Assets to award a contract or contracts for the delivery of the works.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	10 March 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	No consultees currently identified  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>Lead officer (report author)</b>	Lydia Schilbach Tel: 033022 25832
<b>Contact</b>	Judith Shore Tel: 033 022 26052

#### **Littlehampton Harbour Infrastructure Maintenance - allocation of funding**

Littlehampton Harbour is managed by a Harbour Board on which the majority of members are appointed by West Sussex County Council (WSCC) and Arun District Council (ADC). The Board is currently chaired by an appointee of the Environment Agency.

Its functions and responsibilities and the governance and financial arrangements which affect the two local authorities are set out in the Littlehampton Harbour Acts and Orders 1927 to 2015.

Essentially, any excess financial liability beyond the Board's own funds (from income and harbour dues and its maintenance reserve) is passed 50/50 to WSCC and ADC through a precept.

The Board does not secure sufficient income to meet costs and its core maintenance reserve will not be adequate for the planned infrastructure works for the harbour walls and entrance.

It is expected that the above responsibilities will lead to a funding commitment over the next two years of approximately £2m (the WSCC share being 50% of this).

The Cabinet Member for Environment and Climate Change will be asked to approve an additional budget allocation in order to allow the project to proceed.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
--------------------	---

<b>Date added</b>	25 April 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	Arun District Council  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>Lead officer (report author)</b>	John Edwards Tel: 033 022 22299
<b>Contact</b>	Judith Shore Tel: 033 022 26052

#### **Award of Design and Build contract at the Halewick Lane Battery Storage site**

The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.

Following a review of the details previously approved by the Cabinet Member for Environment and Climate Change, a revised business case indicates that revisions to the scheme by using a first-life battery option will generate increased revenue from the project and expanding the scheme will provide better value for money. Therefore, the Cabinet Member for Environment and Climate Change [approved](#) a re-procurement process increasing the system size to 24MW with the specification of first life batteries.

A pre-construction service agreement (PCSA) was [awarded](#) to KIER Construction Limited in September 2022.

At the conclusion of the PCSA contract, the Director of Place Services will be asked to award the full design and build contract for the scheme.

<b>Decision by</b>	Director of Place Services (Lee Harris)
<b>Date added</b>	11 April 2023
<b>Month</b>	June 2023
<b>Consultation/ Representations</b>	No consultees currently identified  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>Lead officer (report author)</b>	Emma Ford Tel: 033 022 22196

<b>Contact</b>	Judith Shore Tel: 033 022 26052
----------------	---------------------------------

<b>Refuse Derived Fuel and Energy Recovery Feedstock Services Contract Award</b>
--

In February 2017, the Cabinet Member for Finance (on behalf of the Cabinet Member for Residents' Services) delegated authority to the Executive Director of Economy, Infrastructure and Environment to award the Refuse Derived Fuel (RDF) contract.

The Refuse Derived Fuel (RDF) contract had an initial contract term of five years from 2018 with an option to extend for up to a further five calendar years.

In March 2022 the Assistant Director (Environment and Public Protection) [approved a one year extension](#) from 6 April 2023 to 5 April 2024.

In March 2022, the Cabinet [approved](#) –

- a) the variation of the Materials Resource Management Contract
- b) the commencement of a procurement for the disposal of refuse derived fuel until 2035 with a possible extension until 2040; and
- c) delegation of authority to the Assistant Director (Environment and Public Protection) to undertake the above.

The extension to the existing RDF contract will expire on 5 April 2024 and a procurement process for a new RDF and Energy Recovery Feedstock Services contract to cover collection, transport, treatment and disposal of RDF is underway. Tenders have been invited for a single contract with an initial contract length of 11 years and an option to extend by up to five years.

The Assistant Director (Environment and Public Protection) will be asked to award the contract to the bidder submitting the most economically advantageous tender with regard to cost and quality.

<b>Decision by</b>	Director of Place Services (Lee Harris)
<b>Date added</b>	8 March 2023
<b>Month</b>	July 2023
<b>Consultation/ Representations</b>	No consultees currently identified  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>Lead officer (report author)</b>	Kai Greenslade Tel: 033 033 27711
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Award of Water and Wastewater Ancillary Services Contract**

West Sussex is served, on a geographical basis, by four water wholesalers and two wastewater providers. While the county council has no choice regarding the wholesalers, it can access a retail market for commercial/industrial supplies providing an intermediary service which includes invoice validation and aggregation plus ancillary services that allow the council to identify leaks and potential efficiencies with smart metering, building-by-building profiling, and exception reporting.

The current provider was procured when the market first opened in 2018 and has demonstrated the value of this contract, which expires on 30 September 2023. A new procurement process will test a retail market that has matured over the last 5 years.

Upon conclusion of the procurement process the Assistant Director (Environment and Public) will be asked to award the contract for Water and Wastewater Ancillary Services.

<b>Decision by</b>	Director of Place Services (Lee Harris)
<b>Date added</b>	8 March 2023
<b>Month</b>	July 2023
<b>Consultation/ Representations</b>	No consultees currently identified  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>Lead officer (report author)</b>	Steven Fall Tel: 033 022 23265
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## **Highways and Transport**

### **Highway Infrastructure Asset Management Strategy and Policy**

The Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered.

The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, have been reviewed and updated following [approval of the current Strategy and Policy](#) in December 2020.

The updates are minor in nature ensuring alignment to [Our Council Plan](#) and that relevant data is updated.

The Cabinet Member for Highways and Transport will be asked to approve:

- the implementation of the revised Highway Infrastructure Asset Management Strategy and Policy; and

<ul style="list-style-type: none"> <li>the delegation of authority to the Assistant Director (Highways, Transport and Planning) to approve the individual asset group lifecycle plans.</li> </ul>	
<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	27 October 2022
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	<p>No consultees currently identified</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>Lead officer (report author)</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

<b>Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)</b>	
<p>In April 2022 the Government confirmed that the County Council would be awarded c. £17.4m to deliver some of the ambitions in its <a href="#">Bus Services Improvement Plan</a>.</p> <p>The ambitions will be delivered through a new <a href="#">Enhanced Partnership</a> with the local bus companies. The work will also require collaboration with other partners including borough and district councils.</p> <p>The funding is available until 31 March 2025 by when the ambitions must be delivered.</p> <p>In January 2023, the Cabinet Member for Highways and Transport <a href="#">approved</a> the capital and revenue budgets for the delivery of ambitions in the Enhanced Partnership Spending Plan and delegated authority to the Assistant Director (Highways, Transport and Planning) to undertake the procurement process and award contracts for the capital projects and for revenue expenditure.</p> <p>The procurement processes are underway and, upon their conclusion, the Assistant Director (Highways, Transport and Planning) will be asked to award the contracts for the various schemes.</p>	
<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	21 March 2023
<b>Month</b>	May 2023

<b>Consultation/ Representations</b>	Communities, Highways and Environment Scrutiny Committee on 10 June 2022, and a Scrutiny Task and Finish Group met on several occasions to consider the proposals  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>Lead officer (report author)</b>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel: 033 022 26052

<b>Streetlighting LED Conversion Project</b>	
<p>The Streetlighting Light Emitting Diode (LED) Conversion Project aims to convert all of the County Council owned Street Lighting Asset Luminaires to LEDs and introduce a Central Monitoring System to allow the remote operation of lighting.</p> <p>In July 2019, the Cabinet Member for Highways and Infrastructure <a href="#">approved the capital allocation and delegated authority</a> to approve the changes to the Street Lighting Private Finance Initiative (PFI) contract.</p> <p>Delays have arisen as a result of lengthy negotiations about the Deed of Variation which is required to amend the PFI contract to allow the installation of LEDs. Cost increases have occurred due to inflationary pressures since the above decision was made. In February 2023, following discussions with suppliers, the County Council re-evaluated the costs required to deliver this project and identified a shortfall.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve an additional budget allocation in order to allow the project to proceed.</p>	
<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	21 March 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	No consultees currently identified  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>Lead officer (report author)</b>	Simon Osborne Tel: 033 022 26351
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Traffic Signals - Halogen to LED Bulb Replacement Project**

The halogen replacement project aims to convert all remaining traffic signals assets within West Sussex, which currently operate using halogen bulbs, to an LED bulb variant. This is following confirmation by the term maintenance contractor that the production of halogen bulbs ceased in September 2022.

In February 2023, the County Council approved a budget of £6.5m for the replacement programme.

The Cabinet Member for Highways and Transport will be asked to confirm the capital allocation for the project and approve the procurement process via the existing traffic signals term maintenance contract.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	15 May 2023
<b>Month</b>	July 2023
<b>Consultation/ Representations</b>	No consultees currently identified  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 (via website)</b>	None
<b>Lead officer (report author)</b>	Lee Maskell Tel: 033 022 23018
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Review of On-Street Parking Charges 2023/2024**

The on-street parking charges review for 2023/24 will review all on-street parking charges in West Sussex, including all parking permits, parking bay suspensions and pay & display areas.

The Cabinet Member for Highways and Transport will be asked to implement any changes from October 2023.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	15 May 2023
<b>Month</b>	July 2023

<b>Consultation/ Representations</b>	Internal consultation with district and borough councils  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>Lead officer (report author)</b>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052