

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:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
Date added	The date the proposed decision was added to the Forward Plan.
Month	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.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of scrutiny committee meetings.
Background Documents	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.
Lead officer (report author)	The contact details of the decision report author.
Contact	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.

Published: 17 August 2023

Finance and Property

Property and Assets (Rolling Entry)

The [Council Plan](#) 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 [Asset Management Policy and Strategy](#) 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.

Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	1 April 2023
Month	Between April 2023 and March 2024
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel: 033 022 22551

Procurement and Award of Contract: Corporate Grounds Maintenance

The Cabinet Member for Finance and Property has supported the commencement of an open procurement for the delivery of Grounds Maintenance Services. The scope of services covers various sites, including West Sussex libraries, fire Stations, storage depots and family and youth centres. West Sussex Schools are able to access the services on request.

The contract is in fulfilment of the County Council's statutory duty under section 3 of the Local Government Act 1999 and the procurement will also seek to drive service improvement and efficiency across the Council's estate. Core services include general grounds maintenance, upkeep of grassed areas, hedges, shrub and rose bed areas and planting of annual bedding.

The Assistant Director (Property and Assets) will be asked to agree the award of the contract to the bidder submitting the most economically advantageous tender in terms of cost and quality.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	4 May 2023

Month	August 2023
Consultation/ Representations	None 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.
Background documents (via website)	None
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Suzannah Hill Tel: 033 022 22551

Performance and Resources Report - Quarter 1 2023/24

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 & 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.

Decision by	Cabinet
Date added	14 July 2023
Month	September 2023
Consultation/ Representations	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.
Background documents (via website)	None
Lead officer (report author)	Fiona Morris Tel: 033 022 23811
Contact	Natalie Jones-Punch Tel: 033 022 25098

Support Services and Economic Development

Award of Contract: Worthing Railway Approach Public Realm Scheme

The Worthing Growth Programme (2017) identified a Worthing Public Realm Improvements programme in Worthing town centre to support the revival of the local economy by improving the quality and accessibility of public areas connecting Worthing station, the town centre and the seafront. Public consultation on the proposed scheme was undertaken in April 2021.

The Cabinet Member for Support Services and Economic Development endorsed progression of the scheme in April 2023 ([Ref: SSED05 22-23](#)).

The Assistant Director for Highways, Transport and Planning will be asked to award a contract for the construction of the Worthing Railway Approach public realm scheme and approve any required changes to parking enforcement (subject to a pending Traffic Regulation Order consultation).

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	17 August 2023
Month	October 2023
Consultation/ Representations	Public consultation was undertaken in 2021. No further consultees identified. 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.
Background documents (via website)	None
Lead officer (report author)	Stephen Reed Tel: 033 022 27328
Contact	Suzannah Hill Tel: 033 022 22551