

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: 6 September 2023

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Assistant Director (Communities) (Emily King)	Children and Young People Domestic Abuse Outreach Service	September 2023
Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)	Procurement: Central Buying Consortium (CBC) Library Book and Audio Visual (AV) Framework	September 2023
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	September 2023
Director of Place Services (Lee Harris)	Award of Design and Build contract at the Halewick Lane Battery Storage site	September 2023
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	West Sussex Statement of Community Involvement (fourth review)	October 2023
Assistant Director (Property and Assets) (Andrew Edwards)	Decarbonisation Plan Implementation Programme (Phase 1a) Contract Awards (Rolling Entry)	October 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Infrastructure Asset Management Strategy and Policy	September 2023
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	September 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	September 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Funding for the installation of Electric Vehicle Chargepoints	September 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan	September 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Improvements to signage associated with Tactical Diversion Routes around the M23	September 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	A259 Bognor Regis to Littlehampton Corridor enhancement scheme - submission of Outline Business Case and further capital allocation	October 2023

Community Support, Fire and Rescue

Children and Young People Domestic Abuse Outreach Service

West Sussex County Council has been allocated £1,498,174 from Department for Levelling Up, Housing and Communities (DLUHC) to respond to the duties that have been placed on the council under the Domestic Abuse Act 2021. The Cabinet Member for Adults Services delegated authority to the Assistant Director (Communities) to approve appropriate funding allocations ([Key decision AS03 21/22 refers](#)).

This service is for children and young people residing in West Sussex, aged 5-18 (or up to 25 where the young person has care leaver status or additional needs) who are victims of Domestic Abuse (DA) as defined by the Domestic Abuse Act 2021. Children and young people are deemed to be victims under the 2021 Act as a result of seeing, hearing or otherwise experiencing DA between two people where the child is related to at least one of them whether that be the victim or perpetrator

The Assistant Director (Communities) has approved the procurement of the Children and Young People Domestic Abuse Outreach Service and will be asked to award the contract to the successful bidder that meets the principles of good outcomes, quality of service and value for money.

The new contract is to be in place by the end of 2023. The initial term of the new contract will be for 3 years with the option to extend for up to a further 2 years. The contract will be paid for from funding supplied by the Domestic Abuse Act additional burdens for safe accommodation support, provided through the government's Department for Levelling Up, Housing and Communities.

Decision by	Assistant Director (Communities) (Emily King)
Date added	30 June 2023
Month	September 2023
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Jim Bartlett Tel: Mobile: 07548 125813
Contact	Erica Keegan Tel: 033 022 26050

Procurement: Central Buying Consortium (CBC) Library Book and Audio Visual (AV) Framework

West Sussex County Council (WSSCC) is the lead authority for library books and other library services, on behalf of the CBC. The CBC Library Group consists of 19 of the CBC members and a further 36 Associated member Local Authorities. The current CBC Library Book and AV Framework is due to expire in March 2024 and the CBC Library Group has requested that the Framework is renewed for up to a further four years.

The Associate members pay a management fee to WSSCC of 1% of all spend. The latest figures show this as £60,000 per annum.

The Framework will be available for the provision of:

- Adult fiction library books
- Adult non-fiction and reference library books
- Children's library books
- DVDs and CDs

It is proposed that WSSCC continues to lead on procuring this requirement for the CBC Library Group and managing the contracts when awarded.

The Cabinet Member for Community Support, Fire and Rescue will be asked to endorse the reprocurement of the Central Buying Consortium Library Book and Audio Visual Framework for up to a further four years from 01 April 2024 to 31 March 2028 and to delegate to the Assistant Director (Communities) the authority to award contracts as required.

Decision by	Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)
Date added	17 August 2023
Month	September 2023
Consultation/ Representations	No 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)	Linda Jones Tel: 033 022 28559
Contact	Erica Keegan 033 022 26050

Environment and Climate Change

Energy Reinvestment Scheme

The West Sussex Energy Reinvestment Scheme will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. This County Council fund will operate on a similar basis to the SALIX scheme which has been used successfully by the County Council for several years but is being wound down by the government.

The Cabinet Member for Environment and Climate Change will be asked to approve the establishment of the Energy Reinvestment Scheme and the allocation of funds from the County Council's capital programme.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	30 June 2023
Month	September 2023
Consultation/ Representations	Maintained schools and academies 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)	Daire Casey
Contact	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.

Decision by	Director of Place Services (Lee Harris)
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Date added	11 April 2023
Month	September 2023
Consultation/ Representations	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.
Background documents (via website)	None
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Judith Shore Tel: 033 022 26052

West Sussex Statement of Community Involvement (fourth review)

The Statement of Community Involvement (SCI) is a formal statement of the County 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 (third review) was adopted in September 2018 and, therefore, a review is taking place.

Engagement on the contents of the third review of the SCI started in July and will end in September 2023, then the SCI will be amended as necessary and finalised.

The Cabinet Member for Environment and Climate Change will be asked to approve the Statement of Community Involvement as the County Council's most up-to-date statement on community involvement in planning matters.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	17 August 2023
Month	October 2023
Consultation/ Representations	Available for public comment for eight weeks from 28 July until 22 September 2023 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)	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Decarbonisation Plan Implementation Programme (Phase 1a) Contract Awards (Rolling Entry)

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 has identified, amongst its highest carbon-emitting assets, 14 that fulfil the requirements for external funding via the Public Sector Decarbonisation Fund and which could be delivered within the timeframes of the grant.

Funding was [approved](#) to progress Phase 1a of the County Council's Heat Decarbonisation Programme to detailed design and contractor procurement and the capital funding and commencement of the procurement process have been [approved](#).

Upon the conclusion of the procurement process, the Assistant Director (Property & Assets) will be asked to award contracts to enable the delivery of the Heat Decarbonisation works (Phase 1a).

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	2 August 2023
Month	October 2023
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)	Lydia Schilbach Tel: 033022 25832
Contact	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
- the delegation of authority to the Assistant Director (Highways, Transport and Planning) to approve the individual asset group lifecycle plans.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	27 October 2022
Month	September 2023
Consultation/ Representations	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.
Background documents (via website)	None
Lead officer (report author)	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)

In April 2022 the Government confirmed that the County Council would be awarded c. £17.4m to deliver some of the ambitions in its [Bus Services Improvement Plan](#).

The ambitions will be delivered through a new [Enhanced Partnership](#) with the local bus companies. The work will also require collaboration with other partners including borough and district councils.

The funding is available until 31 March 2025 by when the ambitions must be delivered.

In January 2023, the Cabinet Member for Highways and Transport [approved](#) 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.

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.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	21 March 2023
Month	September 2023
Consultation/ Representations	<p>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</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>
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Streetlighting LED Conversion Project

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.

In July 2019, the Cabinet Member for Highways and Infrastructure [approved the capital allocation and delegated authority](#) to approve the changes to the Street Lighting Private Finance Initiative (PFI) contract.

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.

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

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	21 March 2023
Month	September 2023
Consultation/ Representations	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.
Background documents (via website)	None
Lead officer (report author)	Simon Osborne Tel: 033 022 26351
Contact	Judith Shore Tel: 033 022 26052

Funding for the installation of Electric Vehicle Chargepoints

In December 2019, the County Council published its [Electric Vehicle \(EV\) Strategy](#) outlining its ambitions for supporting electric vehicle adoption across the county. Subsequently, the County Council, Arun District Council, Adur and Worthing Councils, Crawley Borough Council, Horsham District Council and Mid Sussex District Council [appointed](#) a chargepoint operator (Connected Kerb) to install and operate EV chargepoints on a 100% concession basis.

In December 2022, the Cabinet Member for Highways and Transport [approved](#) the addition of £1.804m capital On-Street Residential Chargepoint Scheme grant funding to the capital programme for the purpose of installing EV chargepoints in West Sussex.

Further funding has now been secured, over £5million, from the On-Street Residential Chargepoint Scheme of the Office of Zero Emission Vehicles (OZEV) and Local Electric Vehicle Infrastructure (LEVI) to deliver up to 1000 chargepoints across West Sussex and an additional 200 passive chargepoints that can be activated when demand increases. The grant contributes up to 60% of the installation costs, with the remaining 40% of installation costs being funded by Connected Kerb. The chargepoints will be installed on-street (subject to the Traffic Regulation Order process) and within district/borough council car parks.

The Cabinet Member for Highways and Transport will be asked to approve the allocation of funding to the capital programme for the purpose of installing Electric Vehicle chargepoints in West Sussex.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	9 June 2023

Month	September 2023
Consultation/ Representations	There will be a public consultation 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)	Andy Ekinsmyth Tel: 033 022 26687
Contact	Judith Shore Tel: 033 022 26052

Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan

In April 2022 the Government confirmed that the County Council could be awarded c. £17.4m to deliver some of the ambitions in its Bus Services Improvement Plan (BSIP).

The ambitions are being delivered through an Enhanced Partnership between the Council and local bus companies.

The grant funding is available until 31 March 2025 by when the ambitions will have to be delivered. The [BSIP Spending Plan](#) was approved in January 2023 and includes both revenue funded service improvements and capital highways schemes. Variations to the spending plan are required in addition to the inclusion of additional Bus Services Improvement Plan (BSIP) revenue funding which has recently been awarded to the County Council.

The Cabinet Member for Highways and Transport will be asked to approve the application of the additional BSIP revenue funding and revisions to priorities in the Enhanced Partnership Spending Plan.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	10 August 2023
Month	September 2023
Consultation/ Representations	Bus Operators Crawley Borough Council DfT Relationship Manager 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)	Bill Leath Tel: 033 022 25438

Contact	Judith Shore Tel: 033 022 26052
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Improvements to signage associated with Tactical Diversion Routes around the M23

Tactical diversion routes can be used for unplanned emergency purposes (incidents), or for planned works (e.g., overnight maintenance).

On 1 June 2023, National Highways provide funds for the County Council to carry out extensive improvements to the directional signage along the tactical diversion routes associated with those sections of the M23 that lie within West Sussex.

The funding for this project is in place until 31 March 2025.

The aim of the project is to improve the tactical diversion route signage around junctions 9, 10, 10a and 11 of the M23. Improvements will be made to other signage where the work can be undertaken whilst traffic management measures are in place for the planned diversion route works.

Upon the conclusion of the procurement process, the Cabinet Member for Highways and Transport will be asked to confirm the capital allocation and award contracts to undertake the necessary works.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	17 August 2023
Month	September 2023
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)	Stephen Douglas Tel: 033 022 26365
Contact	Judith Shore Tel: 033 022 26052

A259 Bognor Regis to Littlehampton Corridor enhancement scheme - submission of Outline Business Case and further capital allocation

The A259 Bognor Regis to Littlehampton Corridor enhancement scheme involves improvement to a series of key junctions along the corridor, including junction capacity, active travel and bus priority provisions. It was identified as a priority scheme in the [Strategic Transport Investment Programme](#) by the County Council in 2019/20 and considered as one of the top ten priority schemes in the South East by Transport for the South East.

The proposed scheme involves improvement to a series of key junctions along the corridor, including junction capacity, non-motorised and bus users' infrastructure provisions and was subject to a public consultation in summer 2021.

The Department for Transport (DfT) approved the Strategic Outline Case in autumn 2021 and, in March 2022, the Cabinet Member for Highways and Transport [authorised](#) the Assistant Director (Highways, Transport and Planning) to prepare and submit the Outline Business Case (OBC) to the DfT.

Following two public consultations, the Cabinet Member for Highways and Transport [confirmed](#) the preferred scheme in summer 2023.

The Cabinet Member for Highways and Transport will be asked to submit the Outline Business Case to the Department for Transport and approve the capital allocation for further scheme costs.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	10 August 2023
Month	October 2023
Consultation/ Representations	Public consultation completed in April 2023 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)	Hiong Ching Hii Tel: 033 022 22636
Contact	Judith Shore Tel: 033 022 26052