



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.

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Leader

Council Plan and Revenue Budget 2024/25	
<p>The Council Plan and Budget report details the County Council's revenue budget, the level of council tax proposed for 2024/25, the nature of its expenditure, income and budget reductions for a balanced budget to deliver the aims of the refreshed Council Plan. It will also outline the County Council's Capital Programme to cover the period 2024/25 to 2028/29 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 16 February 2024.</p>	
Decision by	Cabinet, County Council
Date added	15 November 2023
Month	January 2024
Consultation/ Representations	<p>The following are being consulted:</p> <ul style="list-style-type: none">• Performance and Finance Scrutiny Committee• County Council Membership through all member sessions• Partners through the Stakeholder Event in early December• Residents and Partners through external and internal communication with our residents, businesses, staff and communities <p>Representations concerning this proposed decision can be made to the Cabinet, via the officer contact, 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)	Taryn Eves Tel: 033 022 23564
Contact	Adam Chisnall Tel: 033 022 28314

Finance and Property

Property and Assets (Rolling Entry)	
<p>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.</p>	
Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	3 April 2023
Month	Between April 2023 and March 2024
Consultation/ Representations	Local members Representation can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel: 033 022 22551

Awards to Contractors Framework Agreement	
<p>Key decision ECR06 20/21 authorised a procurement exercise to establish a new Construction Framework Agreement to commence 01 September 2021 and run for a period of 4 years.</p> <p>The Framework enables the council to efficiently procure various repair, maintenance and refurbishment works required across the corporate estate from a panel of suitably qualified contractors.</p> <p>Authority was delegated to the (then entitled) Director Property and Assets to award the Framework Agreements and any call-off contracts as a result of mini-competitions run under the Framework.</p> <p>The Assistant Director (Property and Assets) is now asked to approve the award of suitably qualified contractors to the Contractors Framework Agreement.</p>	
Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	18 September 2023
Month	November 2023

Consultation/ Representations	<p>Consultees: None currently identified</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be made.</p>
Background documents (via website)	None
Lead officer (report author)	Neil Millin Tel: 0330 222 4786
Contact	Suzannah Hill Tel: 033022 22551

Funding for access arrangements and planning application, Centenary House, Durrington and to settle ownership

Decision [FP07 22/23](#) declared Centenary House Durrington surplus to service operational requirements.

This surplus asset forms part of a freehold estate jointly held in trust by the County Council and Sussex Police. This limits plans for potential disposal and/or development of the site.

The Cabinet Member for Finance and Property will be asked to endorse that the County Council enters into an agreement with Sussex Police to split ownership of the Durrington site 60% to West Sussex County Council and 40% to Sussex Police and to fund a new access drive and altered supply services that will enable the land split for separated use. The Cabinet Member will be asked to approve the preparation and submission of an application for securing planning permission for the redevelopment on the Council land.

Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	16 October 2023
Month	November 2023
Consultation/ Representations	<p>Consultees currently identified include:</p> <ul style="list-style-type: none"> • County Councillor for Northbrook • Sussex Police and the Sussex Police and Crime Commissioner <p>Future public consultation on any development proposals will be undertaken in compliance with the planning application process.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
Background documents (via website)	None
Lead officer (report author)	Nick Burrell Tel: 033 022 23881
Contact	Suzannah Hill Tel: 033 022 22551

Performance and Resources Report - Quarter 2 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	13 September 2023
Month	November 2023
Consultation/ Representations	The following will be consulted: All scrutiny committees; Cabinet Representation can be made via the officer contact during the month prior to that 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	Suzannah Hill Tel: 033 022 22551

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	November 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

Endorsement of Funding and Procurement: Digital Innovation

The County Council is working with the food and drink agricultural sectors across Sussex to improve economic performance by co-developing foundational technology (e.g. 5G and Artificial Intelligence) use cases with telecoms and technology partners, education centres and commercial producers.

Subject to external funding being secured a decision will be required to commence a procurement process to select a technology provider/operator to take forward the project. Notice of this decision is being given at this time, subject to confirmation of funding, due to the anticipated tight delivery timescales for the project.

The Cabinet Member will be asked to endorse the use of funding and to approve the commencement of a procurement process to select a supplier to lead the implementation and deployment of the project. The Cabinet Member will also be recommended to delegate authority to the Director of Place Services to award the contract(s). A further key decision report will be published concerning contract awards as appropriate.

Decision by	Cabinet Member for Support Services and Economic Development (Cllr Steve Waight)
Date added	7 November 2023
Month	December 2023
Consultation/ Representations	Brinsbury College, Plumpton College, West Sussex Growers' Association Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Sarah Bazen Tel: 033 022 22374
Contact	Suzannah Hill Tel: 033 022 22551