

# 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).

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# Community Support, Fire and Rescue

## West Sussex Fire and Rescue Estates Improvement Plan Budget Increase

West Sussex Fire and Rescue Service's (WSFRS) Estates Improvement Plan, which is part of the [Community Risk Management Plan 2022/26](#) Asset Service Plan, sets out to address the concerns raised by His Majesty's Inspectorate of Constabulary and Fire & Rescue Services Report, which confirmed that the entire WSFRS buildings estate is in significant need of upgrading and investment.

In January 2022 a Key Decision was taken ([CSFR03 \(21/22\)](#)) by the Cabinet Member for Community Support, Fire and Rescue approving; the prioritised set of asset improvement projects to enable prioritised works on welfare improvements, contamination remediation, accessibility & community/training areas to be undertaken and a number of feasibility studies have been concluded.

The Cabinet Member for Community Support, Fire and Rescue will be asked to:

- (1) approve a Capital allocation of up to £3.15m to target delivery of estates improvements at three fire stations; and
- (2) delegate authority to the Assistant Director (Property and Assets) to award contracts for the works on completion of the procurement process.

<b>Decision by</b>	Cabinet Member for Community Support, Fire and Rescue (Cllr Duncan Crow)
<b>Date added</b>	15 November 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	This decision will be taken in consultation with the Cabinet Member for Finance and Property.  Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	WSFRS_Community Risk Management Plan_2022_2026
<b>Lead officer (report author)</b>	Sabrina Cohen-Hatton Tel: 033 022 24993
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Fuel Cards Award of Contract

The County Council utilises fuel cards across the fleet to simplify the purchase and payment of fuel from commercial sites. The cards are administered centrally by the Fleet Service in West Sussex Fire and Rescue Service.

The current contract for fuel cards expires in March 2024 and a new contract is required.

The term of the contract will be 4 years (based on a 2year + 2year term) and the anticipated spend is approximately £3,200,000 over the full term.

The Chief Fire Officer has endorsed the commencement of the procurement process to be carried out in line with Council's Standing Orders on Procurement and Contracts and will seek to award the contract to the successful supplier.

<b>Decision by</b>	Chief Fire Officer (Sabrina Cohen-Hatton)
<b>Date added</b>	7 November 2023
<b>Month</b>	January 2024
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	James Skilling Tel: 033 022 25432
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

**West Sussex Fire and Rescue Service - Award of contract for breathing apparatus and ancillary equipment**

West Sussex Fire and Rescue Service are leading an aggregated procurement to standardise Breathing Apparatus and ancillary equipment (BA) on behalf of the 4F Group consisting of West Sussex Fire and Rescue Service, East Sussex Fire Authority, Surrey Fire and Rescue Service and Kent and Medway Fire and Rescue Authority.

Aside from the collaborative process and initial financial efficiencies from procurement, the project outcomes will strongly influence a variety of longer-term benefits which will include:

1. standardisation of Breathing Apparatus (BA) equipment across 4F.
2. enabling the wider programme of operational alignment (for example BA).
3. seamless cross-border mobilisation of FRS assets and firefighters who can work together using the same operational guidance, training, and equipment.

The procurement will utilise a National Fire Chiefs Council (NFCC) endorsed Framework Agreement with each organisation entering into its own call-off agreement for the provision of equipment and support services. The estimated total contract value for West Sussex is £1.7m based on a 10-year contract.

Following the completion of the procurement process, the Chief Fire Officer seeks to award the Contract for the purchase of this equipment to the bidder submitting the most economical and technologically suitable tender and following extensive practical evaluation processes by 4F leads.

<b>Decision by</b>	Chief Fire Officer (Sabrina Cohen-Hatton)
<b>Date added</b>	20 April 2023
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	James Skilling Tel: 033 022 25432
<b>Contact</b>	Erica Keegan Tel: 033 022 26050