



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: 2 January 2024

Children and Young People, Learning and Skills

Children and Young People Portfolio

None

Learning and Skills Portfolio

Commissioning of College Alternative Provision for Key Stage 4 Learners	
<p>The County Council currently commissions the Chichester College Group to deliver education provision for Key Stage 4 pupils aged 14-16, whose educational and developmental needs are deemed to be better suited and supported through a more vocationally based curriculum.</p> <p>The package of provision, procured in 2021 (decision OKD11(21/22) refers), is known as 'Freshstart' and is delivered across selected campuses constituting the Chichester College Group (CCG).</p> <p>Building on the success of the service to date, it is proposed to continue to commission CCG to offer this provision for a further year. The Interim Assistant Director (Education and Skills) will be asked to approve the award of a contract to the Chichester College Group for the continuation of the provision of services under the 'Freshstart' programme.</p>	
Decision by	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)
Date added	10 August 2023
Month	January 2024
Consultation/ Representations	West Sussex schools with a current Key Stage 4 provision Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	
Lead officer (report author)	Andrew Jenkins
Contact	Wendy Saunders Tel: 033 022 22553

Additional budget allocation for the replacement of modular teaching accommodation at Slinfold CE Primary School

Slinfold CE Primary School is a 140 place Primary School for 4–11-year-olds, incorporating five classrooms and a pre-school on site. Two of the five classrooms are in 30-year-old modular classrooms which have significant suitability and condition issues due to the age of the buildings and are nearing the end of their life.

In December 2021, the Cabinet Member for Learning and Skills approved the allocation of £1.158m to replace the modular classrooms with a two class extension and delegated authority to the Director of Property and Assets to award the contract ([Decision LS12 \(21/22\)](#) refers).

Since that time there have been programme delays due to the identification of Great Crested Newts as well as inflationary pressures. Additional funds are therefore required to complete the project.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the additional budget allocation to enable the delivery of the project at Slinfold CE Primary school.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	25 October 2023
Month	January 2024
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision maker, 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)	Matthew Wakefield Tel: 07597 528007
Contact	Wendy Saunders Tel: 033 022 22553

Award of Contract for delivery of a Special Support Centre at Edward Bryant School, Bognor Regis

In June 2022 the Cabinet Member for Learning and Skills approved the funding to enable establishment of a new 12 place Special Support Centre (SSC) at Edward Bryant Primary School in Bognor Regis for pupils with Social Communication Needs. The Cabinet Member also delegated authority to the Assistant Director (Property and Assets) to enter into a construction contract with the successful tenderer upon completion of a procurement process for delivery of the SSC (decision [LS03\(22/23\)](#) refers).

As part of a separate decision process approval is currently being sought to allocate additional funding to the project to take account of inflationary cost pressures since the original allocation was approved.

The project at Edward Bryant Primary School to deliver a new SSC will involve design and construction of a a new building, internal remodelling within the existing school building and external works.

A procurement for the works is currently being undertaken. On conclusion, and following confirmation of additional funding being allocated to the project, the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider to deliver the new SSC at Edward Bryant School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	28 March 2023
Month	January 2024
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, 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)	Ben Barnes Tel: 07355 023408
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of Capital Funding to create increased provision for girls' changing at St Andrew's CE High School, Worthing

In October 2020, following a public consultation, the proposal to alter St Andrew's CE High School for Boys, Worthing to a co-educational school from September 2021 entry was confirmed ([Decision ES08\(20/21\)](#) refers).

Following the change in 2021, the number of girls attending St Andrew's CE High School is increasing and therefore a further increase to changing provision is required to ensure adequate provision for girls. As St Andrew's CE High School is a Voluntary Aided School and the County Council do not own the freehold of the building, it has been agreed that the project can be delivered as a school managed project. The Governing Body has appointed consultants who are currently undertaking the design work for the proposed scheme.

Following detailed design and associated cost estimates the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the budget required and the passporting of funds to St Andrew's CE High School to deliver the extension to girls' changing facilities.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	28 July 2023
Month	January 2024

Consultation/ Representations	School Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, Learning and Skills, 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)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 0330 022 22553

Allocation of funding to create bulge classes for secondary pupils in East Grinstead

Following a review of pupil projections for starting secondary school in East Grinstead, it is necessary to create provision for a bulge class in both September 2024 and 2025 to deliver additional places to accommodate the growing number of secondary pupils.

Viability studies are currently being undertaken at the two secondary schools in the town – Imberhorne and Sackville to assess which school should be expanded to accommodate the bulge classes.

Following completion of the viability studies, and on determining which school should be expanded, funds will be sought in line with the cost estimate to enable the works to be taken forward. The monies for the project will be allocated from S106 funds which have been received to fund additional capacity for secondary aged pupils in East Grinstead.

The Assistant Director (Property and Assets) will be asked to approve the budget required for the project to create provision for the bulge classes.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	1 November 2023
Month	January 2024
Consultation/ Representations	None currently identified Representations concerning this proposed decision can be made to the decision maker 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)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

School Funding 2024/25

West Sussex County Council is required, under national funding regulations, to consult schools and the Schools Forum on proposed changes to funding arrangements affecting mainstream school budgets. Over the last couple of years the West Sussex local funding formula has been moving towards the National Funding Formula factor values, and 2024/25 will be the first year that these factor values will be used in full as part of the budget calculation.

The School Funding Review 2024/25 consultation document was published on 11th October 2023. Responses to the consultation and feedback from Schools Forum will be taken into account in the development of the local funding formula for mainstream schools in 2024/25.

To help fund the Dedicated Schools Grant (DSG) recovery plan included as part of the council's [Delivering Better Value Programme](#) proposals, a proposal to transfer £0.5m of funding from the Dedicated Schools Grant (DSG) Schools block to the DSG High Needs Block, funded through a reduction in the National Funding Formula basic entitlement rates, has been included as part of the schools funding consultation. Under the funding regulations, any transfer between blocks is a decision that is taken by Schools Forum, although the County Council can seek to overturn this by applying to the Secretary of State for Education through a disapplication request.

Following consideration of the responses to the consultation and the feedback from Schools Forum the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the 2024/25 local funding formula for all mainstream schools in the county.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	1 November 2023
Month	January 2024
Consultation/ Representations	Schools Schools Forum – 23rd November 2023 Representations concerning this proposed decision can be made to the decision maker, 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)	Andy Thorne Tel: 03302223349
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for construction of an All Weather Pitch at The Forest School, Horsham

In July 2020 the Cabinet Member for Education and Skills approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School (Decision reference [ES02\(20/21\)](#)). In order to mitigate the impact of the loss of the playing field an All Weather Pitch will be constructed at The Forest School.

The All-Weather pitch will enable pupils to undertake outside sport activities all year round whilst also providing the school the ability to generate additional income through letting.

As part of a separate key decision process the Cabinet Member for Learning and Skills approved the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School ([Decision LS05\(21/22\)](#) refers). The Cabinet Member also delegated authority to the then Director of Property and Assets to award the contract for the project.

The Assistant Director (Property and Assets) will be asked to approve the award of contract for the proposed project at The Forest School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	11 January 2021
Month	January 2024
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets), via the contact officer, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Sophie Bailey Tel: 07547 867654
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley

St Wilfrid's Catholic School in Crawley is currently a 5 form entry (5FE) 11-16 Secondary School. The school has grown in recent years to meet the demand for places, taking bulge classes of 30 pupils in each of the last three years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.

It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.

It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
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Date added	12 August 2022
Month	January 2024
Consultation/ Representations	Cabinet Member for Learning and Skills Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of S106 Funding for Replacement of Modular Teaching Accommodation at St Augustine's CE Primary School, Haywards Heath

St Augustine's CE Primary School, located in Scaynes Hill, close to Haywards Heath, is a four class Primary School with a broad range of buildings including a single modular unit which was installed on the site in excess of 30 years ago. The building has significant suitability and condition issues and requires replacement with new teaching accommodation meeting current Building Regulations and Department for Education Building Bulletins standards.

The Assistant Director (Property and Assets) will be asked to approve the allocation of capital funding from Section 106 contributions and the launch of a procurement exercise to enable a project to be undertaken to replace the modular classroom with new purpose built classroom.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	1 December 2023
Month	January 2024
Consultation/ Representations	School Cabinet Member for Children and Young People, Learning and Skills Representations concerning this proposed decision can be made to the decision maker, 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)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Extension of the Dynamic Purchasing System for Independent Alternative Provision for children with Special Educational Needs and Disabilities (SEND)

The County Council has a statutory obligation to provide suitable education for all pupils including those who, because of exclusion, illness or other reasons, would not otherwise receive suitable education in a school setting, (predominantly children with Special Educational Needs and Disabilities (SEND)). This is termed Alternative Provision.

This is commissioned using the Dynamic Purchasing System (DPS) for Independent Alternative Provision (IAP), which enables the efficient sourcing of IAP services from a range of qualified providers. The DPS was established in 2021 ([decision OKD16 \(21/22\)](#) refers) for a maximum period of four years and six months.

The initial term of the DPS expires in February 2024 and the original contract allows for a further 2 year extension. Over the initial term the DPS has proved important in enabling the County Council to source much needed IAP placements that meet the education needs of pupils.

Agreement will be sought from the Interim Assistant Director (Education and Skills) to extend the DPS for a further 2 years from 1st March 2024.

Decision by	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)
Date added	7 December 2023
Month	January 2024
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision maker 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)	Charlotte Smith Tel: 033 022 2754
Contact	Wendy Saunders Tel: 033 022 22553

Award of Adult Learning Community Learning Grant funded Programmes

Adult learning is a non-statutory provision, externally funded via the Department for Education through the Education Skills Funding Agency (ESFA). The County Council receive a total £3.1m Adult Education Budget each year from the ESFA which funds the provision of learning for adults to obtain skills or qualifications and/or enhance their wellbeing and/or improve their life skills/personal development.

In March 2023 the Cabinet Member for Learning and Skills approved the launch of a procurement and the commencement of an expression of interest process to secure a range of providers to deliver the adult skills and community learning programme ([decision LS10\(22/23\)](#) refers).

In August 2023 approval was granted for the award of contracts to deliver the adult skills provision ([decision OKD11 \(23/24\)](#) refers).

Expressions of interest are now being sought from providers to bid for funding from the Community Learning Grant element of the budget. The process will secure Grant Funding Agreements with multiple providers to deliver community focussed programmes which engage with and support the most vulnerable and disengaged residents.

On conclusion of the process the Interim Assistant Director (Education and Skills) will be asked to award the contracts to the successful providers for an initial period up to 31 July 2025.

Decision by	Interim Assistant Director (Education and Skills) (Steve Nyakatawa)
Date added	18 October 2023
Month	February 2024
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision maker, 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)	Andrew Bishop Tel: 033 022 25399
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School

Slinfold CE Primary School is a 140 place Primary School for 4–11-year-olds incorporating five classrooms and a pre-school on site. Two of the five classrooms are in 30-year-old modular classrooms, which have significant suitability and condition issues due to the age of the buildings, and are nearing the end of their life.

In December 2021, the Cabinet Member for Learning and Skills approved the allocation of £1.158m funding to replace the modular classrooms with a two class extension and delegated authority to the then Director of Property and Assets to award the contract ([Decision LS12 \(21/22\)](#) refers). Due to additional costs associated with the project since that time, approval from the Cabinet Member is being sought for a further allocation of funding via a separate decision process.

A procurement will be undertaken and the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider for the construction phase of the project to replace the classrooms at Slinfold CE Primary School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	27 October 2022
Month	March 2024

Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision maker, 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)	Matthew Wakefield Tel: 07597 528007
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley

There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres (SSC) that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.

During 2022 the then Cabinet Member for Learning and Skills approved the allocation of capital funding for creation of a new 12 place SSC at Maidenbower Infants School in Crawley and delegated authority to launch a procurement for the necessary works ([decision LS07\(22/23\)](#) refers).

Following completion of the procurement process the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider for the construction phase, of the project to provide a Special Support Centre at Maidenbower Infants School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	7 December 2023
Month	March 2024
Consultation/ Representations	Maidenbower Infants School Maidenbower Junior School Representations concerning this proposed decision can be made to the decision maker, 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)	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 22553

Early Years and Childcare Strategy 2024 -2026

The County Council have a range of statutory duties related to early years and childcare services which include the provision of sufficient childcare places to meet the needs of families in West Sussex. This includes planning to deliver the Department for Education's plans to expand the early years entitlement by increasing access to free childcare which will commence in a phased approach from April 2024.

The Council is therefore developing 'Right from the Start', which is the Early Years and Childcare Strategy to support changes locally. These include improved collaborative working, delivering on the expansion of childcare as well as ensuring a strategic framework for maintaining efficient and high-quality provision and increased outcomes. The Strategy will set out the vision for providing support for children and their families from pre-birth to aged five for early education entitlements, and from birth to 14 where families access wraparound childcare provision.

The Cabinet Member for Children Young People, Learning and Skills will be asked to approve adoption of the Early Years and Childcare Strategy.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	2 January 2024
Month	March 2024
Consultation/ Representations	<ul style="list-style-type: none"> • Parents and Carers • YourVoice Public Survey undertaken during autumn 2023 • Partner organisations <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)	Helen Gillespie Tel: 033 022 29312
Contact	Wendy Saunders Tel: 033 022 22553