

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: 12 January 2024

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.</p>	
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	Local County Councillors 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

Procurement of Building Maintenance Services Contract	
<p>The Council provides a Mechanical and Electrical and reactive fabric building maintenance service throughout its corporate estate. The current contract agreement that commenced 01 October 2019 with SSE, now Enerveo, will expire on 30 September 2024.</p> <p>The scope of the current contract is to be developed to a ‘Total Hard FM services contract’. This will include all building compliance activity and Planned Preventative Maintenance. The new contractor will need to ensure full integration of its Computer Assisted Facilities managements systems with the County Council Asset Management and Helpdesk system (Concerto).</p> <p>The Cabinet Member will be asked to agree to the commencement of a procurement process for a contract to commence 01 October 2024 to the value of circa £12m per annum. and to delegate to the Assistant Director (Property and Assets) the award of contract. A further decision report will be published as appropriate.</p>	
Decision by	Cabinet Member for Finance and Property (Cllr Jeremy Hunt)
Date added	20 November 2023
Month	January 2024

Consultation/ Representations	Internal and external stakeholders, the incumbent supplier and market suppliers. 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)	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel: 033 022 22551

Performance and Resources Report - Quarter 3 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	
Month	March 2024
Consultation/ Representations	All Scrutiny Committees. 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	Adam Chisnall: 033 022 28314

Support Services and Economic Development

Award of Contract(s): Digital Innovation Project	
<p>The County Council is working with the food and drink agricultural sectors across Sussex to improve their 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.</p> <p>External funding has been sought and a procurement process to select a technology provider/operator to take forward the project has commenced, following decision SSED01 23/24 taken in December 2023.</p> <p>On the conclusion of the procurement process the Director of Place Services will be asked to agree to the award of a contract(s) to implement the digital innovation project, subject to confirmation by DSIT of the grant award.</p>	
Decision by	Director of Place Services (Lee Harris)
Date added	20 December 2023
Month	March 2024
Consultation/ Representations	<p>Consultees will include Brinsbury College, Plumpton College, West Sussex Growers' Association</p> <p>Representation can be made during the month prior to that in which the decision is due to be taken.</p>
Background documents (via website)	None
Lead officer (report author)	Sarah Bazen Tel: 033 022 22374
Contact	Suzannah Hill Tel: 033 022 22551