
Report of Urgent Action: Regulation 19

- 1** Under regulation 19 of the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the County Council is required to receive a report from the Leader on any decisions taken under regulation 11. These are key decisions which were not in the Forward Plan and which needed to be taken with less than five clear days' notice. Such urgent decisions can only be taken with the agreement of the relevant scrutiny committee chairman or, in his or her absence, the Chairman of the County Council.
- 2** Such action is avoided wherever possible as it circumvents the normal mechanism for publication of decisions for ensuring that members have the opportunity to comment before decisions are taken.
- 3** On occasion this is not possible and the County Council is asked to note the following decisions which have been taken by the appropriate decision-maker, in consultation with the relevant members.

Contingency office accommodation lease arrangements

- 4** Over 500 staff were displaced due to the flooding at Durban House, with remediation works due to take between 12 to 18 months. Some have been accommodated in County Hall, Chichester, but others needed to be located nearer to the displaced office base (the contact centre or Customer Service Centre).
- 5** A serviced office at the Tradewinds Business Centre, located less than half a mile from Durban House, has suitable accommodation to house the staff for the period they will be displaced and whilst long term options are considered.
- 6** The funding, to cover all reasonable costs will be recovered from County Council's insurers under the Council's buildings insurance policy, subject to the policy excess.
- 7** The Cabinet Member for Finance and Property, with the agreement of the Director of Law and Assurance and the Chairman of the Performance and Finance Scrutiny Committee, approved the County Council entering into a licence agreement for office accommodation at the Tradewinds Business Centre, Heath Place, Bognor Regis, West Sussex for 18 months from December 2023. He delegated authority to the Assistant Director (Property and Assets) and the Director of Law and Assurance, to negotiate and agree terms of the occupational licence.
- 8** This decision did not feature in the Council's Forward Plan of key decisions as it was not anticipated that a decision for this purpose would be needed. The decision was urgent because delay was likely to affect delivery of the Customer Service Centre function. The decision was published on 11 December 2023.

Durban House Flood - Modern Records Restoration Work

- 9** The flood at Durban House in autumn 2023 caused damage to almost 3,000 boxes of modern records. The records form part of the archive the County Council has a duty to keep secure and accessible for defined retention periods. Work was required urgently to assist in the recovery and restoration of the records.

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- 10** Harwell Document Restoration Services is a specialist supplier and has a contract in place with the County Council to react to emergencies. The contract did not cover the value of the restoration work following the flood. The Cabinet Member for Community Support, Fire and Rescue, with the agreement of the Director of Law and Assurance and the Chairman of the Communities, Highways and Environment Scrutiny Committee therefore approved the award of a contract to Harwell Document Restoration Services up to a value of £1,005,625.50 plus VAT.
- 11** This decision was taken without prior notice in the Forward Plan of key decisions as the need to undertake modern record damage repair work is time critical and delay would have destroyed records that could otherwise have been restored. The decision was published on 2 January 2024.

Hospital Discharge Care Commissioning

- 12** The NHS Sussex Integrated Care System (ICS) is a partnership that brings together agencies to plan services across geographical areas. To date this winter, contracts have been awarded for hospital discharge care contacts, domiciliary care rounds and a first wave of interim residential care and nursing home beds.
- 13** The Council, acting as the commissioning lead on behalf of the health and social care system completed a further procurement process for the award of contracts for 31 residential and nursing care beds from January 2024 until March 2024 with potential to extend until March 2025 subject to demand and funding.
- 14** The Director of Adults and Health, with the agreement of the Director of Law and Assurance and the Chairman of the Health and Adult Social Care Scrutiny Committee, approved the award of the Hospital Discharge Interim Block Bed Contracts for an initial period up to 31 March 2024 with the option to extend for 12 months until March 2025 if performance and delivery of the contracts are satisfactory, and funding commitment is provided from the Integrated Care Board.
- 15** This decision was taken without prior notice in the Forward Plan of key decisions because the council was delayed in receiving confirmation of Integrated Care Board funding. The decision was published on 16 January 2024.

A29 Phase 1 realignment: additional capital allocation and works licence

- 16** As part of the [delivery of the A29 phase 1 realignment](#), the County Council and CC Projects (CCP) will be entering an agreement for the demolition of buildings to commence the A29 phase 1 in line with planning permission and to clear the site for future development. The Works Licence includes for CCP to reimburse the County Council.
- 17** There was an urgency to the County Council completing the licences so that demolition could commence. The demolition forms part of the A29 phase 1 planning permission, to be achieved by 30 June 2024. There was a need to make a substantive start to allow for the Council's planning team to provide a lawful commencement certificate and so retain the phase 1 planning permission.
- 18** The Assistant Director (Highways, Transport and Planning), with the agreement of the Director of Law and Assurance and the Chairman of the Communities, Highways and Environment Scrutiny Committee, has therefore approved an additional capital allocation of £67,000 for the A29 phase 1 realignment and a

Works Licence for the County Council to undertake demolition works on CCP land at a cost of £557,000.

- 19** This decision was taken without prior notice in the Forward Plan of key decisions because delay would have prejudiced the County Council's interests by reference to the planning permission. The decision was published on 20 February 2024.

Paul Marshall

Leader

Contact Officer: Helen Kenny, Head of Democratic Services, 033 022 22532, helen.kenny@westsussex.gov.uk