



Forward Plan of Key Decisions

Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website www.westsussex.gov.uk and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

Key decisions are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with 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	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
West Sussex Plan priority	See above for the five priorities contained in the West Sussex Plan
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation/Representations	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
Background Documents	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

For questions about the Forward Plan contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 16 October 2018

Forward Plan Summary

Summary of all forthcoming executive decisions in West Sussex Plan priority order

Page No	Decision Maker	Subject Matter	Date
 Best Start in Life			
5	Cabinet Member for Education and Skills	Change to the Approved Capital Programme - Creation of a Schools Access Initiative Budget	October 2018
5	Cabinet Member for Education and Skills	Expansion of Crawley Down Primary School	October 2018
6	Cabinet Member for Education and Skills	Expansion of St Mary's Catholic Primary School, Bognor Regis	October 2018
7	Cabinet Member for Education and Skills	Expansion of Bourne Community College	November 2018
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for expansion of Crawley Down Primary School	October 2018
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of St Mary's Catholic Primary School, Bognor Regis	October 2018
9	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Bourne Community College	November 2018
10	Cabinet Member for Education and Skills	Proposed increase in space at Manor Green Primary School, Crawley	December 2018
 A Prosperous Place			
11	Cabinet Member for Highways and Infrastructure	Update of the Surface Water Management Policy	October 2018
12	Cabinet Member for Highways and Infrastructure	Strategic Transport Investment Programme (2018/2019)	November 2018
12	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	November 2018
13	Cabinet Member for Highways and Infrastructure	Policy on Commuted Sums for maintaining infrastructure in association with S278 and S38 Highway Agreements	November 2018

14	Cabinet Member for Highways and Infrastructure	Procurement of new Highways Contract	November 2018
15	Cabinet Member for Highways and Infrastructure	A29 Realignment Scheme	December 2018



A Strong, Safe and Sustainable Place

16	Cabinet Member for Environment	Re-procurement for the provision of Clinical Waste Services	October 2018
17	Cabinet Member for Environment	Soft Sand Review - Issues and Options Consultation (Regulation 18 stage)	December 2018
18	Cabinet Member for Environment	Halewick Lane Energy Storage Project	March 2019



Independence in Later Life - None



A Council that works for the Community

19	Cabinet Member for Finance and Resources, Leader	Total Performance Monitor (Rolling Entry)	Between April 2018 and April 2019
20	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between January 2018 and December 2018
20	Cabinet Member for Corporate Relations	Procurement of Support and Maintenance Contract for Mosaic software	November 2018
21	Cabinet Member for Finance and Resources	Procurement of Outdoor Media Services	October 2018
22	Executive Director Children, Adults, Families, Health and Education	Pilot of Minor Adaptations and Deep Clean Services for eligible West Sussex residents with disabilities	October 2018
23	Cabinet Member for Adults and Health	Endorsement of Future arrangements for District and Borough Wellbeing Hub Services	October 2018
24	Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	December 2018
25	Executive Director Children, Adults, Families, Health and Education	Approval of Contract Variations Regarding the Review of Charges for the Care and Support at Home Framework	November 2018

Strategic Budget Options 2019/20

25	Cabinet Member for Children and Young People	Alterations to the Integrated Prevention and Earliest Help Service	December 2018
26	Cabinet Member for Children and Young People	Provision of accommodation for Care Leavers	November 2018
27	Cabinet Member for Education and Skills	Creation of additional Special Support Centres	November 2018
28	Cabinet Member for Highways and Infrastructure	On-street parking to support traffic management	November 2018
29	Cabinet Member for Highways and Infrastructure	Passenger Transport (Bus) Strategy and Supported Services Review	December 2018
30	Cabinet Member for Environment	Funding for Recycling Credits	October 2018
30	Cabinet Member for Adults and Health	Adults In-house Social Care services - Choices for the Future	October 2018

Best Start in Life

Cabinet Member for Education and Skills

Change to the Approved Capital Programme - Creation of a Schools Access Initiative Budget	
<p>The Council encourages the inclusion, where appropriate, of all pupils with disabilities in mainstream schools. To assist in enabling this it is proposed that a Schools Access Initiative budget is established to fund adaptations and improvements to school buildings to ensure their accessibility to pupils where reasonably practicable. This will improve the educational and social outcomes for children and their families and reduce the requirement for more costly specialist Special Educational Needs and Disabilities (SEND) provision. Works funded by the new budget could include installing hygiene facilities, ramps and making acoustic improvements.</p> <p>In December 2017 the Council approved an allocation of £30.2m for Schools Basic Need projects in 2018/19. The Cabinet Member for Education and Skills will be asked to approve the reallocation of £500,000 of the approved sum for Basic Need Funding to create a Schools Access Initiative budget.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	21 August 2018
Decision Month	October 2018
Consultation/ Representations	<p>Headteacher Groups Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, 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
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Crawley Down Primary School
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to growing demand for school places in the Crawley</p>

Down area there is a need to expand the local Primary School to accommodate additional pupils. In March 2016 following a positive public consultation, the Governing Body approved an expansion of Crawley Down Primary School to increase its admission number from 45 pupils in each year group to 60 pupils in each year group with effect from September 2019.

The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the expansion project to proceed.

Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	20 March 2018
Decision Month	October 2018
Consultation/ Representations	School Parents and local residents Parish and District Councils Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education 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
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of St Mary's Catholic Primary School, Bognor Regis	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to the growing demand for school places in the Bognor Regis area, in March 2018 proposals were endorsed to increase the pupil admission number at St Mary's Catholic Primary School from 45 pupils in each year group to 60 pupils in each year group with effect from September 2019.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the project to proceed.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	24 April 2018

Decision Month	October 2018
Consultation/ Representations	School Parents and local residents Parish and District Councils Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education 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)	Cabinet Member Decision ES10(17/18)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Bourne Community College	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to the growing demand for school places, in March 2017 the Cabinet Member for Finance and Resources approved an expansion of Bourne Community College to increase the admission number from 150 pupils in each year group to 180 pupils in each year group with effect from September 2019.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	20 March 2018
Decision Month	November 2018
Consultation/ Representations	School Parents and local residents Parish and District Councils Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education 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)	Cabinet Member Decision Report FIN09(16/17)

Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for expansion of Crawley Down Primary School	
<p>Due to growing demand for school places in the Crawley Down area there is a need to expand the local Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contracts for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Crawley Down Primary School.</p>	
Decision By	Lee Harris - Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	17 April 2018
Decision Month	October 2018
Consultation/Representations	<p>Executive Director Children, Adults, Families, Health and Education</p> <p>Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, 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
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of St Mary's Catholic Primary School, Bognor Regis
<p>Due to growing demand for school places in the Bognor Regis area there is a need to expand St Mary's Catholic Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contracts for the</p>

works.

Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand St Mary's Catholic Primary School.

Decision By	Lee Harris - Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	17 April 2018
Decision Month	October 2018
Consultation/ Representations	Executive Director Children, Adults, Families, Health and Education Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Bourne Community College	
<p>Due to growing demand for school places there is a need to expand Bourne Community College to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contracts for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Bourne Community College.</p>	
Decision By	Lee Harris - Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	17 April 2018
Decision Month	November 2018

Consultation/Representations	Executive Director Children, Adults, Families, Health and Education Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Proposed increase in space at Manor Green Primary School, Crawley	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. The County Council has been closely monitoring the number of pupils across the county and this number has been rising for the last five years, including the number of children with Special Educational Needs and Disabilities (SEND).</p> <p>Manor Green Primary School in Crawley, a school which caters for children with a wide range of SEND, has admitted increasing numbers of children in recent years. The School requires expansion to provide additional teaching space to accommodate the growing pupil population; it is intended that this additional space will be in place for September 2019.</p> <p>This proposal will be the subject of a public consultation during October and November 2018. Following assessment of the outcome of the consultation the Cabinet Member for Education and Skills will be asked to decide whether the expansion should proceed.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	16 October 2018
Decision Month	December 2018
Consultation/Representations	<p>A public consultation exercise with parents, education stakeholders and the wider community will be completed during October and November 2018. This complies with statutory guidance published by the Department for Education.</p> <p>A summary of responses will be available on the County Council website upon completion of the consultation exercise.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the officer contact, by the beginning of the month in which the decision is</p>

	due to be taken.
Background Documents (via website)	Public Consultation
Author	Vanessa Cummins Tel: 033 022 23046
Contact	Wendy Saunders - 033 022 22553

Strategic Budget Options 2019/20

As part of the County Council's budget process 2019/20 and in light of current financial challenges, Cabinet Members will be asked to determine various portfolio budget proposals as set out below.

Cabinet Member for Children and Young People

Alterations to the Integrated Prevention and Earliest Help Service	
<p>One of the external sources of funding for the Integrated Prevention and Earliest Help (IPEH) service is grant arising from the national Troubled Families initiative, which has supported the turn-around of families struggling with multiple and complex problems. This national programme is due to close in March 2020, with a tailing-off of grant receivable by the County Council starting in 2019/20.</p> <p>At the present time, no national successor initiatives have been announced, although strong representations have been made to central government about the continued need for an equivalent programme, both from this County Council and other local government organisations across the country.</p> <p>Due to this reduction in funding starting in 2019/20, it is proposed that a more targeted family support service is developed, aimed at supporting the most vulnerable and disadvantaged families within West Sussex. This will involve developing a revised service offer, and further work to ensure that the whole of IPEH's resource base is geared to the most efficient delivery of its objectives, so that the greatest number of families can continue to be helped.</p> <p>The Cabinet Member for Children and Young People will be asked to approve proposals to achieve a more bespoke service for IPEH, deliverable within a smaller budget.</p>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	29 August 2018
Decision Month	December 2018
Consultation/ Representations	Staff, Unions, District and Borough Councils, other delivery partners. Service users where affected. Children and Young People's Services Select Committee – 31 st October 2018

	Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact below, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Hayley Connor Tel: 033 022 23792
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Provision of accommodation for Care Leavers	
<p>The County Council has a statutory responsibility to provide a variety of accommodation based services for children, young people and young adults. This responsibility extends beyond children who are looked after (CLA) and includes care leavers.</p> <p>Whilst the County Council provides some of these services for care leavers a significant volume of accommodation is obtained via the external market. Due to the rising unit costs and a lack of a suitable supply it is proposed that the County Council makes arrangements to acquire properties suitable for care leavers. This would enable care leavers to develop personal skills, resilience and life experience to help them to progress in to the wider housing market.</p> <p>The Cabinet Member for Children and Young People will be asked to agree proposals for the acquisition of appropriate properties to accommodate care leavers.</p>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	29 August 2018
Decision Month	November 2018
Consultation/ Representations	<p>Internal advice Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact below, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Karen Wells Tel: 033 022 26480
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Creation of additional Special Support Centres	
<p>The West Sussex County Council Special Educational Needs and Disability (SEND) Strategy 2016-19 includes as one of its objectives 'To build a model of educational provision and support in West Sussex which enables young people, wherever possible, to live and go to school/college locally'.</p> <p>In order to assist in achieving this objective it is proposed to increase the number of Special Support Centres (SSCs); SSCs are units attached to mainstream schools which provide additional support for children with various types of SEND. Provision of up to 11 new SSCs across the county will enable more children and young people with SEND to be educated locally and in mainstream education. It will also reduce the number of more costly out of county placements for pupils in the independent and non-maintained special schools sector.</p> <p>The Cabinet Member for Education and Skills will be asked to agree the proposal to create up to 11 additional Special Support Centres in various locations across the county.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	29 August 2018
Decision Month	November 2018
Consultation/ Representations	<p>Schools Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the officer contacts below, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	SEND Strategy 2016-19
Author	Graham Olway Tel: 033 022 223029, Helen Johns Tel: 07715 616560
Contact	Wendy Saunders Tel: 033 022 22553