



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: 22 February 2019

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	Executive Director Economy, Infrastructure and Environment	Completion of expansion works to Northgate Primary School	February 2019
5	Cabinet Member for Education and Skills	Expansion of Shelley Primary School, Broadbridge Heath	February 2019
6	Cabinet Member for Education and Skills	Expansion of Sompting Village Primary School	February 2019
7	Cabinet Member for Education and Skills	Expansion works to Nyewood Junior School, Bognor Regis	February 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Bourne Community College	February 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	February 2019
9	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	February 2019
10	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Sompting Village Primary School	February 2019
10	Director of Children and Family Services	Award of Dynamic Purchasing System Agreements	February 2019
11	Cabinet Member for Education and Skills	Expansion of Manor Green Primary School, Crawley	March 2019
12	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Manor Green Primary School, Crawley	March 2019
13	Director of Children and Family Services	Award of Contract for Integrated Child Psychology Service	March 2019

14	Cabinet Member for Children and Young People	Redesign of the Integrated Prevention and Earliest Help Service	May 2019
----	--	---	----------



A Prosperous Place

15	Leader	Burgess Hill Growth Programme - Approval of Place and Connectivity Programme Funding Agreement	February 2019
16	Director of Highways and Transport	Broadbridge Heath Major Highway Improvement Scheme	February 2019
17	Cabinet Member for Highways and Infrastructure	Highways and Infrastructure 2019/20 Forward Works Programmes and Annual Delivery Programme	February 2019
18	Cabinet Member for Highways and Infrastructure	Strategic Transport Investment Programme (2018/2019)	February 2019
19	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	March 2019



A Strong, Safe and Sustainable Place

19	Director of Energy, Waste and Environment	Award of contract for the provision of Clinical Waste Services	February 2019
20	Director of Fire Service Operations and Chief Fire Officer	Commence procurement of replacement vehicles for Fire and Rescue Flexi-Duty System (FDS) staff	March 2019
21	Director of Adults' Services	Procurement of an Integrated Advocacy Service	March 2019
22	Cabinet Member for Adults and Health	Procurement of Integrated Sexual Health Services	March 2019
23	Cabinet Member for Adults and Health	Procurement of Technology Enabled Care	March 2019
24	Cabinet Member for Adults and Health	Community Based Social Support	April 2019
25	Director of Fire Service Operations and Chief Fire Officer	Award of Contract for the provision of 7 x Fire Appliances	April 2019
26	Cabinet Member for Adults and Health	West Sussex Joint Health and Wellbeing Strategy	April 2019
27	Cabinet Member for Environment	Halewick Lane Energy Storage Project	May 2019



Independence in Later Life

28	Cabinet Member for Adults and Health	Approval of the Vision and Strategy for Adult Social Care	February 2019
29	Cabinet Member for Adults and Health	Review of Fees paid to Providers of Adult Social Care	February 2019



A Council that works for the Community

30	Cabinet Member for Finance and Resources, Leader	Total Performance Monitor (Rolling Entry)	Between January 2019 and December 2019
31	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between January 2019 and December 2019
31	Cabinet Member for Finance and Resources	Procurement of Outdoor Media Services	February 2019
32	Executive Director Economy, Infrastructure and Environment	Procurement of an Interim Building Maintenance Services Contract	February 2019
33	Cabinet Member for Finance and Resources	Capital funding: Highwood Blue Light Centre	February 2019
34	Cabinet Member for Adults and Health	Contract arrangements for Community Advice (Citizens Advice)	February 2019
35	Executive Director Economy, Infrastructure and Environment	Procurement of a Water Retail Supplier	March 2019
36	Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	May 2019

Best Start in Life

Executive Director Economy, Infrastructure and Environment

Completion of expansion works to Northgate Primary School	
<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 Northgate area of Crawley an expansion project has been progressing at the school to enable the school to increase admission numbers from 60 pupils in each year group to 90 pupils in each year group.</p> <p>The initial budget allocation to fund this project has proved to be insufficient to achieve all the works required for the school expansion. The Executive Director Economy, Infrastructure and Environment will therefore be asked to approve the expenditure of additional funding to enable the completion of the expansion works at Northgate Primary School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	February 2019
Consultation/ Representations	<p>Director of Education and Skills</p> <p>Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Education and Skills

Expansion of Shelley Primary School, Broadbridge Heath
<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 Broadbridge Heath area there is a need to expand the local Primary School to accommodate additional pupils. The expansion of Shelley Primary School in Broadbridge Heath from a 40 place admission (280 place) to a two form entry (420 place) primary school was endorsed in a previous decision by the Cabinet Member.</p>

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	4 December 2018
Decision Month	February 2019
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 author or officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	Decision ES14(12/13) Decision ES09(18/19)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Education and Skills

Expansion of Sompting Village 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 Sompting area there is a need to expand the local Primary School to accommodate additional pupils. In March 2017 the Cabinet Member for Finance approved an expansion of Sompting Village Primary School to increase its admission number from 60 pupils in each year group to 90 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 expansion 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	4 December 2018
Decision Month	February 2019
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 author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Decision Report FIN09 (16/17)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Education and Skills

Expansion works to Nyewood Junior 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 growing demand for school places in the Bognor Regis area, in 2015, following a public consultation, the Governing Body for Nyewood Junior School, agreed an expansion to increase the school's admission number from 75 pupils in each year group to 90 pupils in each year group. A new school hall is required to complete the expansion project and design work to enable the development of a new hall is underway .</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	27 November 2018
Decision Month	February 2019
Consultation/ Representations	<p>School, parents and local residents, Parish and District Councils. 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 author or 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 - 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	February 2019
Consultation/ Representations	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	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	
<p>Due to growing demand for school places, an expansion project was undertaken at Nyewood Junior School in 2015 to increase the published admission number from 75 to 90 places per year. A new school hall is required to complete the expansion. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the project to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract 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 for the new hall for Nyewood Junior School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan	Best Start in Life

priority	
Date added to Forward Plan	14 December 2018
Decision Month	February 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	
<p>Due to growing demand for school places there is a need to expand Shelley 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 contract 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 Shelley Primary School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	February 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None

Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Sompting Village Primary School	
<p>Due to growing demand for school places there is a need to expand Sompting Village 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 contract 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 Sompting Village Primary School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	February 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director, Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Director of Children and Family Services

Award of Dynamic Purchasing System Agreements
<p>The County Council has a statutory responsibility to ensure the sufficiency of a variety of accommodation based services for children, young people and young adults. This responsibility includes children who are looked after (CLA), those with special educational needs and disabilities (SEND), care leavers, those on the edge of care, unaccompanied asylum seekers (UASC) and those at risk of homelessness.</p> <p>Whilst the County Council provides some of these services, the demand is such that a significant number of placements have to be purchased from the external market and</p>

evaluation shows this is a trend expected to continue.

In July 2018 the Cabinet Member for Children and Young People and the Cabinet Member for Education and Skills jointly approved the procurement of a Dynamic Purchasing System (DPS), to facilitate the purchasing of placements for individual children from providers of accommodation based services including independent foster and residential care and independent and non-maintained special schools, as and when they are required. The term of the DPS is to be 7 years in total, starting on 1 March 2019 and concluding on 28th February 2026. The Cabinet Members also delegated authority to the Director of Children and Family Services to implement the DPS.

A procurement process has taken place and the Executive Director Children, Adults, Families, Health and Education will be asked to approve the commencement of awards to providers qualified to join the DPS.

Decision By	- Director of Children and Family Services
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	12 November 2018
Decision Month	February 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director, 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
Author	Stuart Gibbons Tel: 033 022 226218
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Education and Skills

Expansion of Manor Green Primary School, Crawley
<p>The Special Educational Needs and Disability (SEND) Strategy 2016-2019 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision to meet two specific areas of SEND - Autistic Spectrum Condition and Social, Emotional and Mental Health.</p> <p>Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley from September 2019. The school caters for a wide-range of Special Educational Needs, particularly for children with moderate and severe learning difficulties, complex social and communication difficulties or those who have been identified as having an Autistic Spectrum Condition. The</p>

increase in space would enable the school to increase planned places by 36 from 164 to 200.

To accommodate the additional pupils two further classrooms will need to be built. The feasibility work for the project has now been completed. Following detailed design and a competitive tendering exercise the Cabinet Member will be asked to approve the allocation of the funds required to enable the 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	7 January 2019
Decision Month	March 2019
Consultation/ Representations	School, parents and local residents, Borough Council. Cabinet Member for Finance and Resources. Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or 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
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Manor Green Primary School, Crawley	
<p>Due to growing demand for school places for children with Special Educational Needs and Disabilities there is a need to expand Manor Green 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 contract 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 Manor Green Primary School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	15 January 2019

Decision Month	March 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Director of Children and Family Services

Award of Contract for Integrated Child Psychology Service	
<p>The County Council procures, either individually or in partnership with local Clinical Commissioning Groups, a range of psychological support services which provide therapeutic interventions to vulnerable children and young people, including children looked after. Currently there are a number of contracts around provision of psychological support to various parts of Children's Services.</p> <p>The aspiration is to combine this suite of services and have a more integrated model of service for these vulnerable children via one contract. In June 2018 the Cabinet Member for Children and Young People approved the procurement of an Integrated Child Psychology Service, with the new contract due to commence in April 2019. The Cabinet Member also delegated authority to the Director of Children and Family Services to award the contract to the provider who submits the most economically advantageous tender and can best meet the quality and performance standards required.</p> <p>A procurement process is taking place. On completion, the Director of Children and Family Services will be asked to approve the award of contract for an Integrated Child Psychology Service to the provider who can best meet the quality and performance standards required and submits the most economically advantageous tender.</p>	
Decision By	- Director of Children and Family Services
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	4 January 2019
Decision Month	March 2019
Consultation/ Representations	<p>None</p> <p>Representations concerning this proposed decision can be made to the Director of Children and Family Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>

Background Documents (via website)	Cabinet Member Decision Report
Author	Mary Blanchard Tel: 033 022 25895
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Children and Young People

Redesign of the Integrated Prevention and Earliest Help Service	
<p>In January 2019 the Cabinet Member for Children and Young People published a decision approving the commencement of a review to propose a redesign of the services provided as the Integrated Prevention and Earliest Help Service (IPEH) (Decision reference CYP06 (18/19)).</p> <p>The aim of the review is to design and plan to implement a targeted early help offer that delivers improved outcomes, reduces demand for children's social care and directs the financial resources available within the Directorate appropriately.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the proposed design and plans for its implementation.</p> <p>The implementation will be achieved in a planned and responsive way which takes full account of the comprehensive consultation and engagement plan this project relies upon. It will also draw on the contributions from those members (in Select Committee and Corporate Parenting Panel) who have a close interest in how the proposals are coordinated and carried through so as to maintain the core aims and benefits of this critical service area. The first changes are likely to be in areas of internal service reconfiguration, with any more significant service changes which may affect partnership plans and commitments being settled through the on-going joint planning and engagement over a period of time.</p> <p>The decision to approve the proposed design and plans for its implementation is due to be taken by the Cabinet Member for Children and Young People in March 2019. Further decisions for implementation after the initial plans will be set out as part of the design and time line to be published in March.</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	6 February 2019
Decision Month	May 2019
Consultation/ Representations	Staff Unison Partners in the IPEH Partnership Local Safeguarding Children Board West Sussex Clinical Commissioning Groups District and Borough Councils Children and Young People's Services Select Committee – date

	<p>tbc</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	IPEH review decision
Author	Hayley Connor Tel: 033 022 23792
Contact	Wendy Saunders Tel: 033 022 22553