



# 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](http://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:

<b>Decision</b>	The title of the decision, a brief summary and proposed recommendation(s)
<b>Decision By</b>	Who will take the decision
<b>West Sussex Plan priority</b>	See above for the five priorities contained in the West Sussex Plan
<b>Date added to Forward Plan</b>	The date the proposed decision was added to the Forward Plan
<b>Decision Month</b>	The decision will be taken on any working day in the month stated
<b>Consultation/ Representations</b>	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
<b>Background Documents</b>	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.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	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](mailto:helena.cox@westsussex.gov.uk).

**Published: 25 October 2019**

## Forward Plan Summary

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

<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
Director of Highways, Transport and Planning	A29 Realignment Scheme - award of design contract	October 2019
Director of Highways, Transport and Planning	Award of Contracts for Highway Maintenance Services	November 2019
Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	November 2019
Acting Chief Executive	Chichester Southern Gateway	November 2019
Acting Chief Executive	Worthing Public Realm Works - Adur and Worthing Growth Programme	November 2019
Chief Fire Officer	Procurement of replacement wheelchair accessible mini buses	November 2019
Cabinet Member for Environment	Electric Vehicle Strategy	December 2019
Acting Chief Executive	Worthing Community Hub Award of Contract	December 2019
Acting Chief Executive	Award of Contract for Self Service Library Kiosks	November 2019
Acting Chief Executive	Central Buying Consortium Library Group Award of Contract	December 2019
Cabinet Member for Fire & Rescue and Communities	Review of Library Offer	November 2019
Cabinet Member for Environment	Reduction in Funding for Recycling Credits	November 2019

# A Prosperous Place

## Director of Highways, Transport and Planning

<b>A29 Realignment Scheme - award of design contract</b>	
<p>The proposed A29 Realignment Scheme will deliver a 4.34km road to the east of Eastergate, Westergate and Woodgate villages. The new road alignment will provide the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The new road will also alleviate traffic congestion along the existing A29, notably at the Woodgate level crossing which causes delays on to a key access route into Bognor Regis.</p> <p>Subject to the approval of the Transport Business Case by the Coast to Capital Local Enterprise Partnership (C2CLEP), the County Council will enter into a Funding Agreement with the C2CLEP for the entire scheme, which will be delivered in at least two phases. This decision relates to phase one between the A29, Fontwell Avenue and the B2233, Barnham Road.</p> <p>In February 2019, the Cabinet Member for Highways and Infrastructure <a href="#">delegated authority</a> to the Director of Highways and Transport to tender, procure and award the services of design and build and contract administration from the approved list of contractors on the Highways and Transport Frameworks.</p> <p>Following the competitive tender exercise, the Director of Highways, Transport and Planning will be asked to award the design and build and contract administration contract to the selected contractor.</p>	
<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	<p>Public consultation took place between 26 February – 26 April 2019</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Martin Tel: 033 022 24105
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Director of Highways, Transport and Planning

### Award of Contracts for Highway Maintenance Services

Highways maintenance services contracts are used to deliver a range of statutory highways maintenance services.

In January 2019, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and [delegated authority](#) to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.

The Director of Highways, Transport and Planning will be asked to award contracts for:

1. Highway maintenance services contract - core services
2. Drainage cleansing maintenance contract
3. Hedge and grass maintenance contract
4. Carriageway and footways resurfacing
5. Carriageway surface dressing and carriageway and footway treatments
6. Infrastructure improvements – planned works

<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	12 September 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Environment, Communities and Fire Select Committee – 7 November 2019 Cabinet Member for Highways and Infrastructure Executive Director Place Services Director of Finance and Support Services Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Peter Smith Tel: 033 022 25356
<b>Contact</b>	Judith Shore 033 022 26052

## Director of Highways, Transport and Planning

### Concessionary Travel Scheme - award of bus pass manufacture and administration contract

The Council has a statutory responsibility as a Travel Concession Authority to administer a Concessionary Travel Scheme that provides free bus travel to eligible older and disabled persons.

The West Midlands Combined Authority (WMCA), which comprises 18 local authorities and four Local Enterprise Partnerships, has awarded Smartcard framework agreements following an extensive European procurement. The benefits include:

- Competitive dialogue has allowed WMCA to select the best service
- Local Authority partners don't need to undertake their own procurement
- Economies of scale due to a shared service
- Option for a long-term arrangement
- Easy and cost-effective upgrade options built in

The Director for Highways, Transport and Planning will be asked to approve the direct award of a bus pass manufacture and administration services contract under the West Midlands Combined Authority Framework.

<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	2 September 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Cabinet Member for Highways and Infrastructure Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nicholas Thomas Tel: 033 022 26718
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Acting Chief Executive

### Chichester Southern Gateway

The Chichester Growth Deal defines joint growth priorities for West Sussex County Council (WSCC) and Chichester District Council (CDC) including the delivery of housing, employment and leisure space, improved connectivity and improved public realm as

identified in the Adopted Southern Gateway Masterplan. The Southern Gateway Masterplan includes the development of WSCC land at the former Year 7 Block and the current all-weather hockey pitch at Chichester High School.

A Collaboration Agreement between WSCC and CDC commits each authority to the MasterPlan objectives and supports the procurement process, led by CDC to appoint a Development Partner.

CDC published an Official Journal of the European Union (OJEU) procurement notice in April 2019 and a Leader Decision in June 2019 ([LDR01 19.20](#)) supported WSCC entering the procurement process and that the Executive Director Place Services be given delegated authority to enable the County Council to join the procurement process for a development partner and to make an appointment if so advised.

Through that procurement process, should a development partner demonstrate that the WSCC valuation of its land and other key identified evaluation criteria can be met, WSCC would be committed to the appointment of a development partner and completion of a Development Agreement (WSCC would not be committed if the valuation / key evaluation criteria were not considered to be met).

CDC have led the OJEU procurement process to identify a potential Development Partner with bidders anticipated to submit detailed solutions to the District Council in October 2019. This process will result in a recommendation for the appointment of a bidder in November 2019 should it be demonstrated that the WSCC valuation of its land and other key identified evaluation criteria can be met.

The Acting Chief Executive will be asked to:

- Consider the outcome of the Procurement Process in order to determine WSCC's involvement in the appointment of a Development Partner
- Should it be demonstrated that the WSCC valuation of its land and other key identified evaluation criteria can be met, The Executive Director Place Services will be asked to support the appointment of a Development Partner for the Southern Gateway and for WSCC to enter into a Development Agreement in relation to the WSCC land with the District Council and the Development Partner.

<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	16 October 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	The Leader, Local Members and the Chichester Growth Board.  Representations concerning this proposed decision can be made to the Acting Chief Executive via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Jackson-Cole Tel: 033 022 25445

<b>Contact</b>	Suzannah Hill Tel: 033022 22551
----------------	---------------------------------

**Acting Chief Executive**

<b>Worthing Public Realm Works - Adur and Worthing Growth Programme</b>
---

The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSSCC) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.

Portland Road was identified as the first phase with South Street following on later. Following the working up of the preliminary designs for Portland Road the detailed costs to deliver the scheme rose from the initial options appraisal estimate of £1m to £2.7m. This was based on extensive public consultation and work with the Worthing Town Centre Improvements Project Board. Portland Road is still deliverable within the WSSCC committed growth funding, but the increased cost of Portland Road had an implication on the phasing of the public realm package and what the WSSCC capital can deliver within this.

Following a public realm board meeting on 6th June it was decided that the initial South Street preliminary design work should be paused, with the exception of the completion of a bus operational study, and pushed back to later in the phasing plan when CIL money will become available. The remaining preliminary design funds were instead diverted to complete the detailed design work for Portland Road to get it ready for contract tender and procurement and delivery.

The remaining capital allocated to the public realm programme will allow WSSCC to bring forward the Railway Approach scheme in the public realm package phasing plan and deliver it (estimated at £1.3m to deliver) instead of South Street (estimated at £4m to deliver).

Railway Approach is a pivotal scheme in the public realm package outside of Worthing Station. It will improve the accessibility of the station and links through to the town centre enhancing the resident and visitor experience of Worthing and help to provide a greater sense of place on arrival.

WBC committed to forward fund part of the design costs for Railway Approach so that design work could start immediately.

The Acting Chief Executive will be asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme and to proceed with the design of the Railway Approach public realm scheme.

<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	13 May 2019
<b>Decision Month</b>	November 2019

<b>Consultation/ Representations</b>	Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019  Representation concerning the proposed decision can be made to the Acting Chief Executive via the author or service contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Patrick Griffin Tel: 03302224562
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

## A Strong, Safe and Sustainable Place

### Chief Fire Officer

<b>Procurement of replacement wheelchair accessible mini buses</b>	
<p>The Council operates a Fleet Assessment Management Plan that details the vehicles and equipment due for replacement over a rolling 5 year period.</p> <p>During 2020/21 there is a requirement to replace a number of wheelchair accessible minibuses used to support the provision of school transport as well as some adult services operations.</p> <p>Within the scope of this decision there are 33 vehicles due for replacement.</p> <p>It is proposed that the procurement is carried out using an external, multi-supplier Framework Agreement using an agreed specification.</p> <p>Delivery of the vehicles would be expected during Financial Year 2020/21.</p> <p>The value for this purchase is approximately £2,000,000 and will be funded via the Council's Capital Programme.</p> <p>The Chief Fire Officer will be asked to agree; the commencement of a procurement using an external Framework Agreement to replace wheelchair accessible minibuses.</p>	
<b>Decision By</b>	Sabrina Cohen-Hatton - Chief Fire Officer
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	16 October 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	

	Representations concerning this proposed decision can be made to the Chief Fire Officer, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Cabinet Member for Environment**

<b>Electric Vehicle Strategy</b>	
<p>Under the Automated and Electric Vehicles Bill, the government has announced plans to ban new petrol and diesel cars by 2040 and the Office for Low Emission Vehicles aims for all vehicles to be low-emission by 2050.</p> <p>The County Council needs to start preparing for this transition so that residents and businesses are able to take advantage of the opportunities on offer.</p> <p>This strategy will set out the County Council's vision for electric vehicles across the county and the interventions to deliver this vision.</p> <p>The strategy has been developed with guidance from a cross-party Members' Executive Task and Finish Group.</p> <p>The Cabinet Member for Environment will be asked to approve the Electric Vehicle Strategy.</p>	
<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place A Prosperous Place
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	December 2019
<b>Consultation/ Representations</b>	<p>Public Pre-Engagement Consultation (residents' survey) December 2018 - January 2019 Public consultation on strategy - September 2019 Environment, Communities and Fire Select Committee, 7 November 2019 Internal consultation with County Council Officers</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background</b>	None

<b>Documents</b> (via website)	
<b>Author</b>	Ruth O'Brien Tel: 033 022 26455
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Acting Chief Executive

<b>Worthing Community Hub Award of Contract</b>	
<p>This decision is subject to the approval of the decision by the Cabinet member for Safer, Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director of Place Services.</p> <p>The Acting Chief Executive will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.</p>	
<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	December 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# A Council that works for the Community

## Acting Chief Executive

<b>Award of Contract for Self Service Library Kiosks</b>	
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>In order to provide modern, longer term services procurement (decision ref: OKD10 19/20) is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.</p> <p>Following the completion of the procurement process, the Acting Chief Executive seeks to award the Contract for the Self-Service Library Kiosks to the preferred bidder.</p>	
<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	21 August 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Representations concerning the proposed decision can be made to the Executive Director Place Services by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Acting Chief Executive

<b>Central Buying Consortium Library Group Award of Contract</b>
<p>In August 2019 the Cabinet Member for Fire and Rescue and Communities approved the commencement of a procurement process for a new Framework Agreement for Library Books and Audio-Visual materials for the Central Buying Consortium Library Group, to commence on 1 April 2020; and delegated the authority to the Acting Chief Executive to award the contract to the provider who submits the most economically advantageous tender and can best meet the quality and performance standards required (<a href="#">Report Ref: FRC 01</a>).</p>

West Sussex commenced procurement on 13 September 2019 and it is anticipated that the Acting Chief Executive will be asked to award the contract in December 2019.

<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	22 October 2019
<b>Decision Month</b>	December 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Acting Chief Executive via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Linda Jones Tel: 033 022 28559
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# Strategic Budget Options 2020/21

## Cabinet Member for Fire & Rescue and Communities

<b>Review of Library Offer</b>	
<p>To consider reviewing service levels and forms of service delivery for library services in areas of reduced demand. Options will include:</p> <ul style="list-style-type: none"> <li>a. reducing opening hours, removing the rural Mobile Library service and other logistical changes</li> <li>b. Using the Community Hubs programme to accelerate options to share space and bring services together under one roof so that services in communities are maintained more economically</li> </ul> <p>Relevant community and staff consultation will be undertaken and wherever possible staff savings will be through natural turnover. The service priority will be to protect and support those most vulnerable in our communities.</p> <p>The Cabinet Member for Safer Stronger Communities will be asked to approve options from those which are developed.</p>	
<b>Decision By</b>	Mr Crow - Cabinet Member for Fire & Rescue and Communities
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	<p>Service users, elected members and staff and the Environment Communities and Fire Select Committee.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Safer, Stronger Communities via the author of officer contact by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan - 033022 26050

## Cabinet Member for Environment

<b>Reduction in Funding for Recycling Credits</b>
---

Recycling credits are payments made to waste collection authorities by the County Council to support initiatives to increase recycling of waste where disposal costs for residual waste are achieved. The Council is committed to reduce the amount of residual waste and increase recycling.

The Government has published its Waste and Resources Strategy which confirms the intent to require that food waste be collected and treated separately by 2023.

The County Council has no legal obligation to pay recycling credits to District and Borough councils save in accordance with the criteria set out in Regulations. The Cabinet Member for Environment took the [decision](#) to reduce aggregate recycling rate payments by £1m (from £5.6m to £4.6m in total) in 2019/20. The District and Borough councils were given notice that further reductions may follow depending on progress towards a higher performing service and on the County Council's overall financial position.

Progress towards a comprehensive collection service review is slow albeit the County Council has maintained its offer to work with and help fund trialling separate food waste collections. Some progress has been made with some of the collection authorities.

The Cabinet Member for Environment will be asked to approve further changes to the funding arrangements with District and Borough councils whilst meeting the requirements of the recycling credit provisions under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006.

The options under consideration include removal of all credits except those that meet the above requirements over one or more years and a partial reduction where credits can be shown to provide an incentive to improved performance.

<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	District and Borough Councils in West Sussex Environment, Communities and Fire Select Committee, 20 September 2019  Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Steve Read Tel: 033 022 22654
<b>Contact</b>	Judith Shore Tel: 033 022 26052