

Forward Plan of Key Decisions

The County Council must give at least 28 days’ notice of all key decisions to be taken by members 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 the [West Sussex Plan](#) priorities of:

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet. .In accordance with regulations in response to the current public health emergency, Cabinet meetings will be held virtually with members in remote, audio-only attendance. Public access will be via audio webcasting and the meetings will be available to listen to 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. [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.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
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.
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 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 Helena Cox on 033 022 22533, email helena.cox@westsussex.gov.uk.

Published: 20 May 2020

Best Start in Life

Director of Property and Assets

Award of Contract for the replacement of Modular Units at Southwater Infant and Junior Schools, Horsham - Phase 2

In order to accommodate the demand for pupil places in the Southwater area of Horsham it is necessary to replace the modular teaching accommodation at Southwater Infant and Junior Schools. In January 2020 the Cabinet Member for Education and Skills approved the allocation of additional monies from Section 106 funds to enable this replacement work to take place (decision reference [ES07\(19/20\)](#)). As part of this decision he also delegated authority to the Director of Property and Assets to award the contract for carrying out these works.

The feasibility work and detailed design for the replacement of the four modular units have now been completed and planning permission granted. The work will be divided into two elements and tendered as two separate contracts:-

Phase 1 - The Supply and Installation of Modular Units Package
Phase 2 - Enabling Works

The tendering process for Phase 1 is due to start shortly; a competitive tendering exercise for Phase 2 will also now commence. On completion the Director of Property and Assets will be asked to approve the award of the contract to the preferred provider to deliver the Enabling Works.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	12 February 2020
Month	May 2020
Consultation/ Representations	School Parents and local residents Parish and District Councils Representations concerning this proposed decision can be made to the Director of Property and Assets 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 ES07(19/20)
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Provision of new school hall at Thorney Island Primary School	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Over recent years there has been an increase in pupil numbers at Thorney Island Primary School and an enlarged school hall is now required to provide sufficient and suitable accommodation for the additional children.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to enable the project to proceed.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	21 August 2019
Month	May 2020
Consultation/ Representations	School 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 Queen Elizabeth II Silver Jubilee School, Horsham	
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 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 in Special Schools across West Sussex to meet increasing needs. There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.</p> <p>Following a review of current numbers on roll and the existing accommodation at Queen Elizabeth II Silver Jubilee School in Horsham the need for additional accommodation has been identified, to ensure suitable provision for the needs of the pupils currently on roll. The school caters for a wide-range of Special Educational Needs and Disability for pupils aged between 2 and 19, including children with severe learning difficulties, complex social and communication difficulties, profound and multiple learning difficulties and complex needs.</p>	

A proposed project to deliver an increase in space would enable the school to offer suitable accommodation and support spaces for 105 pupils.

The feasibility work for the project to accommodate the pupils is now underway. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	19 February 2020
Month	May 2020
Consultation/ Representations	Schools 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)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Award of contract for remodelling works at Cissbury Lodge Children's Home, Worthing

The children's in-house residential service is made up of six homes, of which three, including Cissbury Lodge, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.

A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference CYP03(19/20)). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.

Cissbury Lodge's contribution to the delivery of this strategy will come through the remodelling of the home to ensure the most efficient use of the existing footprint of the homes whilst maximising the potential service offering of the site.

As part of a separate decision process approval will be sought from the Executive Director Children, Young People and Learning for the commencement of a procurement to undertake these remodelling works. Once the procurement process has been completed the Executive Director will be asked to agree the award of contract to the preferred contractor for the delivery of works at Cissbury Lodge.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	19 February 2020
Month	May 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning 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	Louise Warren Tel: 033 022 24653
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	
<p>Woodlands Meed is a Special School and College for 2-19 year olds located in Burgess Hill. The existing accommodation at the College site has a number of condition issues meaning the College is unable to offer the full curriculum and unable to accommodate the full range of Special Educational Needs.</p> <p>In order to address this, in February 2019 the Cabinet Member for Education and Skills took a decision (ES18 (18/19)) to approve the allocation of £0.5m from the Capital Programme to enable a costed design to be produced for rebuilding and expanding Woodlands Meed College on its current site. This has involved the appointment of a full design team through the County Council's Multi-Disciplinary Consultant to undertake the design work required to develop the feasibility design into a formal proposal enabling costs to be sought for all elements of the proposal.</p> <p>A further survey of the existing building's condition and suitability to meet the needs of the College's students has now been undertaken. Following assessment of the outcome of this survey and exploration of access options Cabinet will be asked to agree the allocation of funds from the Capital Programme to enable the new investment at Woodlands Meed to proceed.</p> <p>.</p>	
Decision by	Cllr Elkins, Cllr Marshall, Cllr N Jupp, Cllr Russell, Cllr Urquhart, Cllr Lanzer, Cllr A Jupp, Cllr Hunt, Cllr Crow - Cabinet

West Sussex Plan priority	Best Start in Life
Date added	1 July 2019
Month	May 2020
Consultation/ Representations	School Children and Young People's Services Scrutiny Committee – 4 December 2019 Representations concerning this proposed decision can be made to the Cabinet Member, 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 ES18(18/19)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

Cabinet

Small Schools Proposals - Determination of Statutory Notices	
<p>Following the decision by the Cabinet on 22nd April (CAB01(20/21)) and in accordance with Section 15(1) of the Education and Inspections Act 2006 (as amended), West Sussex County Council (WSCC) propose to issue notices on 7th May 2020 of their intention to discontinue Clapham and Patching C of E Primary School and Rumboldswyke C of E Infants' School on 31st August 2020.</p> <p>WSCC will also give notice in accordance with Part 1 of Schedule 3 of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 ('the Prescribed Alterations Regulations') and in conjunction with Parts 2 and 3 and Schedule 3 of the Education and Inspections Act 2006 (as amended by the Education Act 2011) of its intention to transfer Warninglid Primary School to a new site which is part of the new development known as Woodgate on land at Hardriding Farm, Brighton Road, Pease Pottage with effect from 31 August 2021</p> <p>Following consideration of any representations received during the 4 week period in relation to these proposals the Cabinet will be asked to determine the statutory notices.</p>	
Decision by	Cllr Marshall, Cllr N Jupp, Cllr Elkins, Cllr Russell, Cllr Urquhart, Cllr Hunt, Cllr Lanzer, Cllr A Jupp, Cllr Crow - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	6 May 2020
Month	June 2020
Consultation/ Representations	Schools Governing Bodies

	<p>Diocese of Chichester Education Parents and carers</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)	Cabinet Decision CAB01(20/21)
Author	Graham Olway Tel: 033 022 23029
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Award of contract for remodelling works at May House and Seaside Children's Homes	
<p>The children's in-house residential service is made up of six homes, of which three, including May House and Seaside, are currently closed and awaiting refurbishment whilst feasibility studies and design work are undertaken.</p> <p>A strategy for the residential service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference CYP03(19/20)). It seeks to ensure that outcomes for vulnerable children are maximised and that long-term care costs are minimised. It is essential that the assets that enable support to children are redeveloped in order to support the delivery of this strategy as a part of the wider 'children first' improvement plan being driven forward by the Council.</p> <p>To support the delivery of this strategy, the May House and Seaside sites will be remodelled to ensure the most efficient use of the existing space whilst maximising the potential service offering of each site.</p> <p>As part of a separate decision process approval will be sought from the Executive Director Children, Young People and Learning for the commencement of a procurement to undertake these remodelling works. Once the procurement process has been completed the Executive Director will be asked to agree the award of a contract to the preferred contractor for the delivery of works at May House and Seaside Children's Homes.</p>	
Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	19 February 2020
Month	June 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning 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	Louise Warren Tel: 033 022 24653
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for construction of new school hall at Thorney Island Primary School	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Over recent years there has been an increase in pupil numbers at Thorney Island Primary School and an enlarged school hall is now required to provide sufficient and suitable accommodation for the additional children.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to enable the project to proceed and to delegate authority to the Director of Property and Assets to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Director of Property and Assets will be asked to award the construction contract to deliver the enlarged school hall.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	27 April 2020
Month	June 2020
Consultation/ Representations	<p>School</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets 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	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Children Looked After and Care Leavers' Strategy 2020-2024

The current Children Looked After and Care Leaver's Strategy (2018-21) is being updated following the Ofsted inspection of 2019 and the appointment of a Commissioner to work with West Sussex County Council

The update is necessary to ensure a strategic approach and evidence our commitment to ensuring that children who are looked after by the authority are happy, healthy, and safe and have the opportunity to achieve their full potential.

The proposed new strategy is the product of consultation with the Children in Care Council, Corporate Parenting Panel and partners. It will have an annually updated action plan to enable the service to measure delivery against the objectives outlined in the strategy and ensure resources are targeted so as to improve the quality of life for children and young people in the care of the local authority.

The Cabinet Member for Children and Young People is asked to support the adoption of the Children Looked After and Care Leavers' Strategy 2020-24.

Decision by	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	2 March 2020
Month	June 2020
Consultation/ Representations	Corporate Parenting Panel - 12 March 2020 Children in Care Council Health Education Local Safeguarding Partnership Staff and Young People living in County Council Children's Homes 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.
Background Documents (via website)	Cabinet Member Decision CYP04 (17/18)
Author	Louise Warren Tel: 033 022 24653
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Scope of services for a proposed Children's Trust	
<p>In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council will take steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust). The detailed proposals for the establishment and operation of the Trust and its relationship to the County Council will be described in a Memorandum of Understanding between the Council and the DfE.</p> <p>It is expected that this document will be concluded during July 2020, with a view to planning for the operation of the Trust to take effect in the Spring of 2021.</p> <p>The Cabinet will take a decision on the proposed scope of services to be included in the proposed Trust and the programme of work for the establishment of the Trust and other critical aspects of the project which need to be included in the Memorandum of Understanding.</p>	
Decision by	Cllr N Jupp, Cllr Marshall, Cllr Elkins, Cllr Urquhart, Cllr Russell, Cllr A Jupp, Cllr Lanzer, Cllr Hunt, Cllr Crow - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	25 February 2020
Month	July 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, 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	Lucy Butler
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Palatine Primary School, Worthing
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 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 in Special Schools across West Sussex to meet increasing needs. There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.</p> <p>Following a review of current numbers on roll, projected needs and the existing accommodation at Palatine Primary School in Worthing the need for additional</p>

accommodation has been identified, to meet a projected increase in pupils from 153 to 178. The school caters for a wide-range of Special Educational Needs and Disability for pupils aged between 4 and 11, including children with moderate and severe learning difficulties, complex social and communication difficulties and profound and multiple learning difficulties.

A proposed project to deliver an increase in capacity would enable the school to offer suitable accommodation and support spaces for 178 pupils.

The feasibility work for the project to accommodate the pupils has been completed. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added	1 April 2020
Month	July 2020
Consultation/ Representations	School, parents and local residents Parish and Borough 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)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Change of status for Forest Boys' School, Horsham and St Andrews CE Boys' School, Worthing to co-educational schools

The Director of Education & Skills has agreed to consult during June 2020 on the proposed significant change of character to alter Forest Boys' School, Horsham from a single sex boys' school to a co-educational school from September 2021 entry. At the same time the Governing Body of St Andrews CE Boys' School, Worthing will consult on changing from a single sex boys' school to a co-educational school from September 2021 entry.

The proposed changes would mean the schools will no longer admit only boys as pupils from September 2021 and each year of entry thereafter would be co-educational. There are no changes proposed to have co-educational provision for any of the existing year groups on roll at both schools. There are also no proposals to alter the single sex girls

provision at either Millais School, Horsham or Davison CE High School for Girls, Worthing.

Following assessment of the outcome of the consultation the Cabinet Member for Education and Skills will be asked to consider whether to proceed in approving the significant change in character of both schools to co-educational schools from September 2021.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added	20 May 2020
Month	July 2020
Consultation/ Representations	<p>Members of the Public Parents of current and future pupils Diocese of Chichester Members District & Borough Councils Governing Bodies of local schools</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	Graham Olway Tel: 033 022 23029
Contact	Wendy Saunders Tel: 033 022 22553

Executive Director Children, Young People and Learning

Children's Trust Phase 2 Procurement	
<p>In order to meet the requirements of the Direction made by the Secretary of State, Department for Education (DfE) on 17th December 2019, the County Council is taking steps for a range of its Children's Services to be delivered through an alternative delivery model (referred to as a Children's Trust) as set out in the agreed Memorandum of Understanding between the Council and the DfE (due to be agreed during July 2020).</p> <p>The Executive Director Children, Young People and Learning will be asked to approve the commencement of a procurement process to appoint a contractor to manage the process of establishing the West Sussex Children's Trust and the transfer of the agreed services to that Trust (as set out in the Memorandum of Understanding).</p>	
Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life

Date added	18 March 2020
Month	August 2020
Consultation/ Representations	Representations concerning this decision should be made to the Executive Director Children, Young People and Learning 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	Lucy Butler
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Adoption of the West Sussex Children First Strategic Approach	
<p>In collaboration with partners across West Sussex the County Council is developing a West Sussex Children First Strategic Approach. This will set out the direction and commitment for how partners in West Sussex will deliver a shared vision for children and young people placing children at the heart of all we do.</p> <p>It will be a single over-arching strategic approach based on the West Sussex Plan, the Health and well-Being Strategy and Children's Services Practice Improvement Plan for Social Care as well as other key strategies where outcomes for children, young people and their families will be improved. It will set out how West Sussex will be a great place for children and young people, where all, including those who are vulnerable or disadvantaged, have the best possible start in life and are supported by the whole community to succeed.</p> <p>Cabinet will be asked to approve the adoption of the West Sussex Children First Strategic Approach.</p>	
Decision by	Cllr Marshall, Cllr N Jupp, Cllr Elkins, Cllr Urquhart, Cllr Russell, Cllr A Jupp, Cllr Lanzer, Cllr Hunt, Cllr Crow - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	27 August 2019
Month	September 2020
Consultation/ Representations	<p>Internal (County Council) and external partners including Health and Well-being Board; Local Safeguarding Partnership; Community Safety; Schools (primary and secondary) Health; Police; Children and Young People; District and Borough Councils.</p> <p>Children and Young People's Services Scrutiny Committee – 4 June 2020</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the</p>

	officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Ann Marie Dodds Tel: 033 022 29331
Contact	Wendy Saunders - Tel: 033 022 22553