



Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by councillors 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 [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet. Due to the continuing public health measures, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: democratic.services@westsussex.gov.uk. The meetings will be available to watch 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 website. [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:

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| 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. |
| 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 and Property 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 Katherine De La Mora on 033 022 22535, email katherine.delamora@westsussex.gov.uk.

Published: 18 November 2021

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

| Decision Maker | Subject Matter | Date |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Cabinet Member for Children and Young People | Additional Funding Allocation for Remodelling of Orchard House Children's Home | November 2021 |
| Executive Director Children, Young People and Learning | Award of block contract accommodation services for young people aged 16+ | December 2021 |
| Cabinet Member for Children and Young People | Procurement of residential provision for children with complex needs | December 2021 |
| Executive Director Children, Young People and Learning | Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services | December 2021 |
| Cabinet Member for Children and Young People | Procurement of a Dynamic Purchasing System for Therapeutic Services for Children and Young People | December 2021 |
| Director of Property and Assets | Award of contract for construction of an All Weather Pitch at The Forest School, Horsham | November 2021 |
| Director of Property and Assets | Extension to the Pre-Construction Services Agreement for Woodlands Mead College New Build Project | November 2021 |
| Cabinet Member for Learning and Skills | Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation | November 2021 |
| Cabinet Member for Learning and Skills | Procurement of a School Information and Financial Management System | November 2021 |
| Cabinet Member for Learning and Skills | Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery | November 2021 |
| Cabinet Member for Learning and Skills | Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery | November 2021 |
| Director of Property and Assets | Award of contract for the expansion of Palatine Primary School | November 2021 |
| Director of Property and Assets | Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton | November 2021 |
| Cabinet Member for Learning and Skills | Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Project Delivery | November 2021 |
| Director of Education and Skills | Contract Extension for the Provision of Adult Community Education | November 2021 |
| Director of Education and Skills | Allocation of Funding for a Christmas Holiday Activities and Food Programme | November 2021 |
| Cabinet Member for Learning and Skills | Recommendation of a provider to run the new Burgess Hill Northern Arc All-Through School | December 2021 |
| Director of Property and Assets | Award of contract for works to expand Lindfield Primary Academy, Haywards Heath | December 2021 |

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| Cabinet Member for Learning and Skills | Midhurst Rother College, Midhurst - Extension of Changing Rooms - Allocation of Capital Funding for Project Delivery | January 2022 |
| Director of Property and Assets | Allocation of S106 Funding for Additional Accommodation at St Philip Howard Catholic Voluntary Academy, Barnham | January 2022 |

Children and Young People

Cabinet Member for Children and Young People

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| Additional Funding Allocation for Remodelling of Orchard House Children's Home | |
| <p>Orchard House children's home in Cuckfield caters for residential placements and short breaks for children with disabilities, with capacity for up to 16 children at one time. It is currently graded as 'outstanding' by Ofsted.</p> <p>A total of £4.183m of capital funding has so far been approved to deliver the remodelling and refurbishment of the home. These works are required to resolve critical issues with the site, modernise the home and improve the facilities for those children resident at the home and those who undertake short breaks there. The commencement of a procurement process to enable these works to be undertaken has also been approved (decision CYPO4(20/21) refers).</p> <p>Additional works have been identified to improve the sustainability and efficiency of the home, in line with the Council's Climate Change Strategy. The Cabinet Member for Children and Young People will be requested to approve the allocation of additional capital funding to deliver these works.</p> | |
| Decision by | Cllr Russell - Cabinet Member for Children and Young People |
| Date added | 11 October 2021 |
| Month | November 2021 |
| Consultation/ Representations | <p>Finance Legal Procurement Property and Assets Sustainability Cabinet Member for Finance and Property</p> <p>Representations concerning this proposed decision can 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.</p> |
| Background Documents (via website) | Cabinet Member Decision - Remodelling of Orchard House children's home - CYP04(20/21) |
| Author | Thomas Strivens Tel: 033 022 22082 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Executive Director Children, Young People and Learning

Award of block contract accommodation services for young people aged 16+

A new Framework Agreement has recently been established to enable the County Council to purchase accommodation services for looked after young people aged 16+ and care leavers (decision [OKD13 \(21/22\)](#) refers).

Block contracts provide the Council with whole services of supported accommodation for young people. Increasing the number of young people in these arrangements reduces the need to commission individual placements and offers better value for money. Under the terms of the framework agreement a mini-competition process will be undertaken to award a number of block contracts to provide local accommodation for older looked after young people and care leavers.

The Executive Director of Children, Young People and Learning will be asked to approve the award of block contract awards to successful bidders on completion of the mini-competitions.

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| Decision by | Lucy Butler - Executive Director Children, Young People and Learning |
| Date added | 11 October 2021 |
| Month | December 2021 |
| Consultation/ Representations | Finance Legal Procurement Property and Assets Sustainability Cabinet Member for Finance and Property Representations concerning this proposed decision can 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) | Decision to award to the Framework |
| Author | Shelly Dichello Tel: 033 022 24131 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Children and Young People

Procurement of residential provision for children with complex needs

The County Council has a duty to take steps to secure, so far as reasonably practicable, sufficient accommodation within its area which meets the needs of children within its care. Sourcing stable placements which adequately meet the requirements of children with complex needs is a particular challenge, and this picture is reflected nationally.

The County Council has been working with other local authorities, as well as national associations representing providers of residential care, to identify potential solutions to these issues, the culmination of which will be the procurement of a new service, or

services. The procurement will be conducted in partnership with other local authorities within the South East region, with the aim of developing new and innovative approaches to residential care provision for looked after children with complex needs, to better support sufficiency within the region.

The Cabinet Member for Children and Young People will be requested to approve the commencement of a procurement process for residential provision for looked after children with complex needs. The Cabinet Member will also be asked to delegate authority to the Executive Director of Children, Young People and Learning to award the contract

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| Decision by | Cllr Russell - Cabinet Member for Children and Young People |
| Date added | 18 November 2021 |
| Month | December 2021 |
| Consultation/ Representations | Procurement Legal Finance 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 | Thomas Strivens Tel: 033 022 22082 |
| Contact | Wendy Saunders Tel; 033 022 22553 |

Executive Director Children, Young People and Learning

Extension of the Dynamic Purchasing System for Children's Placements and Other Support Services

In March 2019 the Director of Children and Family Services approved the Contract Award of a Dynamic Purchasing System (DPS) to facilitate the purchase of Children's Placements and Other Support Services (CPOSS). This enables the sourcing of services such as residential care, independent foster services and educational placements ([decision OKD27\(18/19\)](#) refers).

The DPS was procured with an initial contract period of 3 years with the option to extend for up to a further 4 years. The initial contract period is due to conclude at the end of February 2022 and it is proposed to take up the option of extending the DPS for two years.

The Executive Director Children, Young People and Learning will be asked to approve the extension of the DPS for 2 years from March 2022.

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| Decision by | Lucy Butler - Executive Director Children, Young People and Learning |
| Date added | 21 October 2021 |

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| Month | December 2021 |
| Consultation/ Representations | Procurement Legal Finance Representations concerning this proposed decision can 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) | DPS Contract Award Decision - OKD27(18/19) |
| Author | Martin Cross Tel: 0330 222 3795, Charlotte Smith Tel: 033 022 2754 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Children and Young People

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| Procurement of a Dynamic Purchasing System for Therapeutic Services for Children and Young People | |
| <p>As part of its statutory obligations the Council provides therapeutic assessments and therapeutic interventions for children and young people. This includes the provision of therapies from different disciplines for example psychotherapy, occupational therapy, play therapy.</p> <p>Currently this need is predominately for children With Special Educational needs, receiving Social Care support, or in the Council's Care.</p> <p>Whilst the County Council provides some of these services, the demand is such that a significant amount of provision has to be purchased from the external market and evaluation shows this is a trend expected to continue. In order to meet this demand, it is proposed to set up a Dynamic Purchasing System (DPS) to enable the efficient sourcing of therapeutic services from qualified suppliers.</p> <p>The Cabinet Member for Children and Young People will be asked to approve: -</p> <ul style="list-style-type: none"> • The commencement of a procurement to set up a DPS to enable the purchase of therapeutic services and • The delegation of authority to the Executive Director Children, Young People and Learning to award places on the DPS | |
| Decision by | Cllr Russell - Cabinet Member for Children and Young People |
| Date added | 18 November 2021 |
| Month | December 2021 |
| Consultation/ Representations | Cabinet Member for Learning and Skills Finance Legal Procurement |

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| | 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 | Daniel Ruaux Tel: 033 022 22695 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Learning and Skills

Director of Property and Assets

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| Award of contract for construction of an All Weather Pitch at The Forest School, Horsham | |
| <p>In July 2020 the Cabinet Member for Education and Skills approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School (Decision reference ES02(20/21)). In order to mitigate the impact of the loss of the playing field an All Weather Pitch will be constructed at The Forest School.</p> <p>The All-Weather pitch will enable pupils to undertake outside sport activities all year round whilst also providing the school the ability to generate additional income through letting.</p> <p>As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School. The Cabinet Member will also be asked to delegate authority to the Director of property and Assets to award the contract for the project.</p> <p>Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the proposed project at The Forest School.</p> | |
| Decision by | Andrew Edwards - Director of Property and Assets |
| Date added | 11 January 2021 |
| Month | November 2021 |
| Consultation/ Representations | <p>Procurement Legal Finance</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets, via the contact officer, by the beginning of the month in which the decision is due to be taken.</p> |

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| Background Documents (via website) | None |
| Author | Liam Hayward Tel: 033 022 22002 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Director of Property and Assets

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| Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project | |
| <p>Woodlands Meed is a Special School and College for 2-19-year old pupils located in Burgess Hill.</p> <p>Due to suitability and condition issues of the existing accommodation at the College site, in May 2020 Cabinet agreed that funding was allocated to replace the College building on its existing site (Decision reference CAB03 (20/21) refers). As part of the decision authority was delegated to the Director of Property and Assets that, subject to receipt of planning permission and statutory consents, a construction contract was entered into for rebuilding the College.</p> <p>A Pre-Construction Services Agreement was executed in February 2021 to appoint the contractor at Stage 4 of the project to ensure buildability and reduce risk; due to design changes this agreement requires extending. The Director of Property and Assets will be asked to approve the extension to the pre-construction services agreement.</p> | |
| Decision by | Andrew Edwards - Director of Property and Assets |
| Date added | 29 April 2021 |
| Month | November 2021 |
| Consultation/ Representations | <p>College Governing Body</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) | Cabinet Report CAB03(20/21) |
| Author | Carol Bruce Tel: 033 022 23055 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Learning and Skills

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| Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation |
| <p>The County Council has a statutory duty to provide sufficient primary and secondary school places for all children who need a place. Slinfold CE Primary School is a 5 class</p> |

Primary School with a broad range of buildings including a double modular unit which was installed on the site in excess of 30 years ago. The modular unit has significant suitability issues and requires replacement with new teaching accommodation that meets current required standards for construction.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from Section 106 contributions and a procurement exercise to undertake a project to replace the modular classrooms with new purpose built classrooms.

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| Decision by | Cllr N Jupp - Cabinet Member for Learning and Skills |
| Date added | 8 July 2020 |
| Month | November 2021 |
| Consultation/ Representations | School Representations concerning this proposed decision can be made to the Cabinet Member for Learning 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 Learning and Skills

| Procurement of a School Information and Financial Management System | |
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| <p>West Sussex schools currently use a School Information and Financial Management IT System to both record and aggregate necessary information about pupils and staff as well as enabling the management of finances and budgeting.</p> <p>The County Council is reviewing the current system provision and the intention is to procure a replacement system with the additional functionality of real time access for the Local Authority, in order to facilitate the undertaking of its statutory duties.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the commencement of a procurement process for the provision of a replacement information and financial management system for all West Sussex maintained schools, with the contract due to commence in April 2022. The Cabinet Member will also be asked to delegate authority to the Director of Education and Skills to award the contract(s) and implement the solution following the procurement process.</p> | |
| Decision by | Cllr N Jupp - Cabinet Member for Learning and Skills |
| Date added | 30 July 2021 |
| Month | November 2021 |
| Consultation/ Representations | Schools Schools Forum – 17 June 2021 IT Providers |

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| | 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) | None |
| Author | James Richardson Tel: 033 022 22327 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Learning and Skills

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| Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery | |
| <p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference CAB03(19/20)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including Edward Bryant Primary School (Decision reference ES09(20/21))</p> <p>Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at Edward Bryant Primary School in Bognor Regis.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at Edward Bryant Primary School to proceed.</p> | |
| Decision by | Cllr N Jupp - Cabinet Member for Learning and Skills |
| Date added | 1 February 2021 |
| Month | November 2021 |
| Consultation/ Representations | Representations concerning this proposed decision can be made to the Cabinet Member for Learning 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 ES09(20/21) |
| Author | Leigh Hunnikin Tel: 033 022 23051 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Learning and Skills

Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery

There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.

In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference [CAB03\(19/20\)](#)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including Felpham Community College ([Decision reference ES09\(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at Felpham Community College in Bognor Regis.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at Felpham Community College to proceed.

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| Decision by | Cllr N Jupp - Cabinet Member for Learning and Skills |
| Date added | 1 February 2021 |
| Month | November 2021 |
| Consultation/ Representations | Representations concerning this proposed decision can be made to the Cabinet Member for Learning 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 ES09(20/21) |
| Author | Leigh Hunnikin Tel: 033 022 23051 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Director of Property and Assets

Award of contract for the expansion of Palatine Primary School

Palatine Primary School in Worthing caters for a wide range of Special Educational Needs for children aged between 2 and 11 with moderate, severe or profound learning needs.

Following a review of existing and projected numbers on roll, the need for capital investment in the school was identified to meet an increase in pupils from 153 to 177. As part of a separate key decision process the Cabinet Member for Education and Skills approved the allocation of capital funding from the Basic Need Capital Programme to provide additional accommodation at Palatine Primary School. The Cabinet Member also delegated authority to the Director of Property and Assets to award the contract for the expansion project (decision [ES13\(20/21\)](#) refers.

Further to this delegation of authority from the Cabinet Member, the Director of Property and Assets will be asked to approve the award of contract for the expansion of Palatine Primary School.

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| Decision by | Andrew Edwards - Director of Property and Assets |
| Date added | 4 January 2021 |
| Month | November 2021 |
| Consultation/ Representations | Procurement Legal Finance Representations concerning this proposed decision can be made to the Director of Property and Assets, 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 ES13(20/21) |
| Author | Paul Hemming Tel: 033 022 23519 |
| Contact | Wendy Saunders - Tel: 033 022 22553 |

Director of Property and Assets

Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton

River Beach Primary School is a 3 form of entry Academy located in Littlehampton. Due to increased pupil population in Littlehampton, the school currently accommodates an increased intake of 30 pupils by using a 35+ year old modular unit that has reached the end of its life.

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including the expansion of River Beach ([decision ES10 \(20/21\)](#) refers). As part of the decision the Cabinet Member also delegated authority to the Director of Property and Assets to undertake a procurement exercise and to enter into contracts for delivery of the projects. At the time of this decision it was not considered that an individual project would require an allocation in excess of £500,000; following a feasibility study the works required at River Beach are anticipated to exceed this value, meeting the criteria for an individual officer key decision.

The Director of Property and Assets will be asked to approve the award of contract for the expansion of River Beach Primary School.

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| Decision by | Andrew Edwards - Director of Property and Assets |
| Date added | 18 June 2021 |
| Month | November 2021 |
| Consultation/ Representations | Procurement Legal |

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| | Finance 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 ES10(20/21) |
| Author | Paul Hemming Tel: 033 022 23519 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Learning and Skills

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| Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Project Delivery | |
| <p>Homes England has secured planning permission for a new 3500 home development on land known as the Northern Arc of Burgess Hill. As part of the overall plan, a site for a new Secondary School has been provided to ensure sufficient secondary school places to serve the development. In addition, a financial contribution of £18m has been secured through a Section 106 Agreement to contribute towards the construction costs of the new school. The school is proposed to open in September 2024.</p> <p>All Year 7 places at local Secondary Schools are full for September 2021. A new Secondary School is therefore required to provide for both the increasing population in the area and the additional need generated by the development.</p> <p>In July 2021 the Cabinet Member for Learning and Skills approved the capital funding to enable the detailed design for building the new school to be progressed through the County Council's Multi-Disciplinary Consultant (MDC), Faithful+Gould Ltd (decision LS03(21/22) refers). The detailed design will enable the procurement process for construction of the school to be commenced.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required for full delivery of the project and procurement of a building contractor to complete the design and construct the new building.</p> | |
| Decision by | Cllr N Jupp - Cabinet Member for Learning and Skills |
| Date added | 30 July 2021 |
| Month | November 2021 |
| Consultation/ Representations | |
| Background Documents (via website) | Cabinet Member Decision Report LS03(21/22) |
| Author | Leigh Hunnikin Tel: 033 022 23051 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Director of Education and Skills

Contract Extension for the Provision of Adult Community Education

West Sussex County Council currently provides adult community education for the residents of West Sussex through a subcontracting model, predominantly delivered by Aspire Sussex Ltd (Aspire). Provision is entirely externally funded via the Department for Education through the Education and Skills Funding Agency (ESFA) and where appropriate, fees paid by the learners. The County Council is accountable to the ESFA for the use of the funding and to Ofsted for the quality and effectiveness of provision.

Aspire were awarded a contract on an initial three-year term, commencing 1 August 2017, with the option for up to a four-year extension.

In April 2020, a two-year contract extension was approved which runs until August 2022 (decision [OKD01\(20/21\)](#) refers); the contract value is approximately £2.74m per year. The intention is to extend the contract for the final two years; taking up this extension will allow the County Council to explore future delivery models.

The Director of Education and Skills will be asked to approve the extension of the contract with Aspire for the final two years, to 31 August 2024, with a break clause in for August 2023.

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| Decision by | Paul Wagstaff - Director of Education and Skills |
| Date added | 23 June 2021 |
| Month | November 2021 |
| Consultation/ Representations | Representations concerning this proposed decision can be made to the Director of 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) | Officer Key Decision to extend the contract OKD01(20/21) |
| Author | Andrew Bishop Tel: 033 022 25399 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Director of Education and Skills

Allocation of Funding for a Christmas Holiday Activities and Food Programme

The Department for Education (DfE) have provided every local authority in England funding to coordinate free holiday provision, including healthy food and enriching activities for children eligible for benefits related free school meals. The funding is to cover provision for the Easter, summer and Christmas Holidays in 2021

In July 2021 the Director of Education & Skills took a decision to award funding to organisations for providing activities and food for the summer holiday period and to allocate the remaining funding to enable a Christmas programme to be delivered (Decision [OKD10 \(21/22\)](#) refers).

Expressions of interest have been sought for providers to offer Holiday Activities and Food for children during the Christmas Holidays 2021. The Director of Education and Skills will be asked to approve the award of winter grants to successful organisations.

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| Decision by | Paul Wagstaff - Director of Education and Skills |
| Date added | 27 October 2021 |
| Month | November 2021 |
| Consultation/ Representations | Holiday Providers including schools, colleges, sports clubs and childcare providers Representations concerning this proposed decision can be made to the Director of 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) | Officer Key Decision OKD10 (21/22) |
| Author | Danny Pell Tel: 033 022 22144 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Learning and Skills

Recommendation of a provider to run the new Burgess Hill Northern Arc All-Through School

West Sussex County Council is [holding a competition](#) for Multi Academy Trusts to apply to become the provider of a new all-through school that is being built in the development known as Burgess Hill Northern Arc. The competition is running in accordance with Department for Education guidance ['The free school presumption – November 2019'](#).

On conclusion of the competition an Evaluation Panel, made up of senior education officers and the Chair of the Schools Forum and a representative from the Regional Schools Commissioner's Office, will assess the written applications, then shortlist and interview potential sponsor academy trusts to identify the strongest sponsor for the school.

Following assessment of the outcome of the competition, the Cabinet Member for Learning and Skills will be asked to make a recommendation to the Secretary of State for Education as to which Multi Academy Trust should sponsor the school. The Regional Schools Commissioner, through delegated powers from the Secretary of State for Education, will make the final decision on the sponsor which will likely be announced in the Spring of 2022.

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| Decision by | Cllr N Jupp - Cabinet Member for Learning and Skills |
| Date added | 1 October 2021 |
| Month | December 2021 |
| Consultation/ Representations | Public consultation held between 28.6.21 and 26.7.21. |

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| | Representations concerning this proposed decision can be made to the Cabinet Member for Learning 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 to consult - LS02(21/22) Consultation and Analysis of Results |
| Author | Vanessa Cummins Tel: 033 022 23046 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Director of Property and Assets

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| Award of contract for works to expand Lindfield Primary Academy, Haywards Heath | |
| <p>Following a review of pupil projections for the North of the County and in particular the Haywards Heath/Lindfield areas it is necessary to provide for a bulge class of 30 pupils at Lindfield Primary Academy for the next two years' intake – 2023 and 2024.</p> <p>It is proposed to expand the school by creating 2 additional classrooms as an extension to the existing school buildings. In addition, a grass bank will be levelled into an outdoor play space to accommodate the increased pupil numbers.</p> <p>In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including the expansion of Lindfield Primary (decision ES10 (20/21) refers). As part of the decision the Cabinet Member also delegated authority to the Director of Property and Assets to undertake a procurement exercise and to enter into contracts for delivery of the projects. At the time of this decision it was not considered that an individual project would require an allocation in excess of £500,000; following a feasibility study the works required at Lindfield Primary are anticipated to exceed this value, meeting the criteria for an individual officer key decision.</p> <p>The Director of Property and Assets will be asked to approve the award of contract for the expansion project.</p> | |
| Decision by | Andrew Edwards - Director of Property and Assets |
| Date added | 21 October 2021 |
| Month | December 2021 |
| Consultation/ Representations | Procurement Legal Finance Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| Background Documents | Cabinet Member Decision |

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|----------------|-------------------------------------------|
| (via website) | |
| Author | Katerina Evans-Makrakis Tel: 07597 526870 |
| Contact | Wendy Saunders Tel: 033 022 22553 |

Cabinet Member for Learning and Skills

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| Midhurst Rother College, Midhurst - Extension of Changing Rooms - Allocation of Capital Funding for Project Delivery | |
| <p>Midhurst Rother College is an Academy Secondary School providing education for pupils aged 11 to 18 in the Midhurst/Petworth and surrounding areas.</p> <p>Following an increase in parental preference and a need for Secondary places in the area, the Published Admission Number (PAN) for each year group at the school will be increased to 240. Consequently the changing rooms need expanding to accommodate the increased number of pupils.</p> <p>In March 2021 the Director of Property and Assets approved the capital funding to enable the detailed design for the additional changing rooms to be progressed through the County Council's Multi-Disciplinary Consultant (MDC), Faithful+Gould Ltd.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve:</p> <ul style="list-style-type: none"> • the allocation of the funds required for full delivery of the project • the procurement of a building contractor to construct the extension to the changing rooms and the • delegation of authority to the Director of Property and Assets to award the contract. | |
| Decision by | Cllr N Jupp - Cabinet Member for Learning and Skills |
| Date added | 1 November 2021 |
| Month | January 2022 |
| Consultation/ Representations | <p>Schools, parents and local residents, Parish and District Councils Procurement Legal Finance</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning 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 |

Director of Property and Assets

Allocation of S106 Funding for Additional Accommodation at St Philip Howard Catholic Voluntary Academy, Barnham

St Philip Howard Catholic Voluntary Academy is a 6 form entry Secondary School with a Sixth form. The school has grown in recent years to meet the demand for places which has led to the requirement for more teaching and administrative space, as well as washroom facilities. The school has continued to take additional children over and above their Published Admission Number (PAN) and projections indicate an ongoing need for the additional places created.

The school is proposing to deliver a new teaching block incorporating 8 classrooms, office space, toilets and a lift for disabled access. Section 106 funds have been received totalling £970,000 which must be spent on additional educational infrastructure and/or equipment at St Philip Howard Catholic Voluntary Academy and will assist with funding this development.

Following detailed design and associated cost estimates provided by the school, the Director of Property and Assets will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.

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| Decision by | Andrew Edwards - Director of Property and Assets |
| Date added | 18 November 2021 |
| Month | January 2022 |
| Consultation/ Representations | 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) | None |
| Author | Graham Olway Tel: 033 022 23029 |
| Contact | Wendy Saunders Tel: 033 022 22553 |