



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:

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

Finance and Property

Cabinet Member for Finance and Property

Property Holdings (Rolling Entry)	
<p>The County Council's West Sussex Plan sets out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy. An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities.</p>	
Decision by	Cllr Hunt - Cabinet Member for Finance and Property
Date added	7 September 2021
Month	Between April 2021 and March 2022
Consultation/ Representations	Local members. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill Tel. 033 022 22551

Cabinet, Cabinet Member for Finance and Property, Leader

Performance and Resources Report (Rolling Entry)	
<p>The Performance and Resources Report (PRR) details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Property will be recommended to approve the PRR and any items of financial and performance management within the PRR.</p>	
Decision by	Cllr Hunt - Cabinet, Cabinet Member for Finance and Property, Leader
Date added	15 September 2021
Month	Between April 2021 and March 2022
Consultation/ Representations	Representation can be made via the officer contact
Background Documents (via website)	None
Author	Fiona Morris Tel: 033 022 23811

Contact	Natalie Jones-Punch 033 022 25098
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Director of Property and Assets

Procurement and Award of Contract Heating Plant Replacement at Parkside, Horsham	
<p>Parkside is a commercial administrative office West Sussex County Council in Horsham functioning 24 hours a day seven days a week. A procurement process is being undertaken for a fully designed heating and hot water scheme to replace the current system which is failing and now obsolete. It is anticipated that an award of contract will be proposed to the Director Property and Assets in October 2021 and a decision report will be published at that time.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	2 June 2021
Month	November 2021
Consultation/ Representations	<p>The project will be issued on the In-Tend procurement system, early engagement and qualifying questions with potential Contractors will commence shortly, with a shortlist being drawn up ready for the full tender to be issued.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel. 022 033 22551

Director of Property and Assets

Award of Framework Agreements for Construction Framework	
<p>The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate. Following Cabinet Member decision ECR06 20 21 a construction framework arrangement is being procured which will enable the County Council to place work orders with a variety of qualified contractors to deliver works that fall outside of the current maintenance contract. The works can include repairs and refurbishment as well as new build requirements where needed.</p> <p>Authority was delegated to the Director of Property and Assets by the Cabinet Member decision, to award the Framework Agreements and any call-off contracts as a result of mini-competitions run under the Frameworks. The Director of Property and Assets will be asked to approve the award of Framework Agreements for the proposed Construction Framework.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	19 August 2021
Month	December 2021
Consultation/ Representations	Cabinet Member for Finance and Property Representation can be made via the officer contact.
Background Documents (via website)	none
Author	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel. 033 022 22551

Support Services and Economic Development

Director of Finance and Support Services

Award of Contract(s) Information Technology Services	
<p>In December 2020 the Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR04_20-21, to insource and recommission, through new contracts, the services currently provided by Capita through the Information Technology outsource contract.</p> <p>The Cabinet Member delegated authority to the Director of Finance and Support Services to progress the programme and commence procurement of the Service Desk and End User Compute Services, Networks Management, Hybrid Data Centre and Cloud Hosting. In accordance with the decision procurement exercises are being undertaken.</p> <p>The Director of Finance and Support Services will be asked to award the contract(s) to the successful bidder(s) from June 2021 with initial service transitions to commence in July 2021 and further decisions on the remaining services to follow.</p>	
Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	14 April 2021
Month	November 2021
Consultation/ Representations	External Consultants SOCITM; Director Law and Assurance Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 0330 222 2551

Director of Finance and Support Services

Award of Contract: Design and Implementation Support Service	
<p>In March 2021, the then Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR07 20-21 to procure specialist resource to support the implementation of a Business Management Solution. As part of the decision, the Cabinet Member delegated authority to the Director of Finance and Support Services to progress the procurement. The proposed arrangement will be a capability and capacity contract, giving the Council flexibility to buy-in specialist resource to deliver specific outcomes in the programme when needed. The procurement process is now underway, and the Director of Finance and Support Services will be asked to award the contract to the successful bidder during September 2021 with services to start shortly after.</p>	
Decision by	- Director of Finance and Support Services

Date added	30 July 2021
Month	November 2021
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Cabinet Member for Support Services and Economic Development
Background Documents (via website)	none
Author	Alistair Rush Tel: 033022 22002
Contact	Suzannah Hill 033 022 22551

Executive Director Place Services

Worthing Public Realm Improvements, Railway Approach: Endorsement Detailed Design Stage and Funding Arrangements	
<p>The Adur and Worthing Growth Programme (2017) identified a Worthing Public Realm Improvements programme in Worthing town centre to support the revival of the local economy by improving the quality and accessibility of public areas connecting Worthing station, the town centre and the seafront.</p> <p>Leader key decision (LDR01 18/19) confirmed WSCC commitment of £5m of growth funding to deliver the initial phases of a £12m programme of up to eight public realm schemes between the station and the seafront. Worthing Borough Council identified developer contributions, including the Community Infrastructure Levy to fund the later phases of the public realm improvement programme. Approval was delegated to the Executive Director of Place Services, in consultation with key partners and Cabinet Member(s) to progress the delivery of the project. A key decision report in May 2020 (OKD10 20/21) confirmed design options were being explored for Railway Approach, along with delivery of Portland Road, identified as priority projects within the programme.</p> <p>The Executive Director Place Services will now be asked to confirm progression to the detailed design stage of the Railway Approach project and to endorse funding arrangements.</p> <p>A further key decision will be published, in due course to allow contractor procurement to begin and delegate authority to the Director of Highways, Transport and Planning to appoint a construction contractor to start work on site in 2022 for completion in 2023.</p>	
Decision by	Lee Harris - Executive Director Place Services
Date added	27 October 2021
Month	November 2021
Consultation/ Representations	Local Members Representation can be made via the officer contact.
Background Documents (via website)	None

Author	Nick Burrell Tel: 033 022 23881
Contact	Suzannah Hill Tel. 033 022 22551

Director of Finance and Support Services

Endorsement of Procurement and Award of Contract: Microsoft Licences	
<p>West Sussex County Council entered into an Enterprise Licensing Agreement with Microsoft via a reseller in April 2019 for three years. This agreement provides access to a variety of Microsoft applications, tools and modules which are essential to supporting the Council's business operations. A new Enterprise Licencing Agreement will be required from 01 April 2022 for the next three years. The estimated total contract value is £4m.</p> <p>The Director of Finance and Support Services will be asked to agree to enter into a new Microsoft licensing agreement for three years to meet the Council's business and infrastructure licensing requirements.</p>	
Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	1 November 2021
Month	December 2021
Consultation/ Representations	Cabinet Member for Support Services and Economy Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel. 033 022 22551

Director of Finance and Support Services

Endorsement of Procurement and Award of Contract: IT Hardware	
<p>West Sussex County Council has purchased IT hardware (laptops, servers, processors etc) through the Capita Information Technology Outsource contract which expired on 30 September 2021.</p> <p>The Director of Finance and Support Services will be asked to endorse a procurement process and agree an award of contract for a provider of IT hardware for the next two years.</p>	
Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	1 November 2021
Month	December 2021
Consultation/ Representations	Cabinet Member for Support Services and Economy

	Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Endorsement of Procurement and Award of Contract Manor Royal Highways Improvement Phase 2	
<p>Manor Royal Highways Improvement package is a key project within the approved Crawley Growth Programme that will provide sustainable transport infrastructure and highway upgrades to boost overall transport capacity and enable significant modal shift from car usage to bus, rail, cycling and walking alternatives. It will also deliver public realm transformation to upgrade the quality of the living environment and business environment and so attract higher quality new jobs and homes.</p> <p>The project is to be delivered over two phases as set out in decision report OKD74 20-21. Phase 2 includes highway alignment alteration for the Manor Royal bus lane, Metcalf Way traffic calming and Gatwick Road/ Manor Royal junction improvements</p> <p>The Executive Director Place Services will be asked to endorse the procurement process and agree an award of contract for delivery of the Manor Royal Highways Project Phase 2.</p>	
Decision by	Lee Harris - Executive Director Place Services
Date added	1 November 2021
Month	December 2021
Consultation/ Representations	Local member. Cabinet Member for Support Services and Economy. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel: 033 022 22551