



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.

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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	Procurement of residential provision for children with complex needs	March 2022
Executive Director Children, Young People and Learning	Award of contract for a Recording System for Children, Young People and Learning	March 2022
Cabinet Member for Children and Young People	Fostering Service Redesign	March 2022 March 2022
Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	March 2022
Cabinet Member for Learning and Skills	Contract Extension for the Provision of Adult Community Education	March 2022
Cabinet Member for Learning and Skills	Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Enabling Works	March 2022
Cabinet Member for Learning and Skills	Midhurst Rother College, Midhurst - Extension of Changing Rooms - Allocation of Capital Funding for Project Delivery	March 2022
Cabinet Member for Learning and Skills	Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees	March 2022
Director of Property and Assets	Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton	March 2022
Director of Property and Assets	Additional Budget Requirement to expand Lindfield Primary Academy, Haywards Heath.	March 2022
Director of Property and Assets	Award of contract for works to expand Lindfield Primary Academy, Haywards Heath	March 2022
Director of Education and Skills	Allocation of Funding for the 2022 Holiday Activities and Food Programme (Rolling Entry)	Between March 2022 and December 2022
Director of Property and Assets	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	March 2022
Director of Education and Skills	Award of contract for a Replacement Schools Information and Financial Management System	March 2022
Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery	March 2022
Director of Property and Assets	Allocation of additional funding to create provision for accommodating a bulge class at The Burgess Hill Academy	March 2022
Director of Property and Assets	Procurement and Award of Contract for replacement of the All Weather Pitch at Tanbridge House School, Horsham	March 2022

Director of Property and Assets	Award of Contract for creation of a Special Support Centre at Felpham Community College, Bognor Regis	April 2022
Cabinet Member for Learning and Skills	Procurement of a Framework for Short Breaks for Disabled Children and Young People	May 2022

Children and Young People

Cabinet Member for Children and Young People

Procurement of residential provision for children with complex needs	
<p>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.</p> <p>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.</p> <p>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 enter into a legal agreement with the other local authorities involved and award the contract.</p>	
Decision by	Cllr Russell - Cabinet Member for Children and Young People
Date added	18 November 2021
Month	March 2022
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

Award of contract for a Recording System for Children, Young People and Learning

The Children, Young People and Learning (CYPL) Directorate plans to consolidate and/or integrate systems used to record information about children and their families.

CYPL currently has 11 systems in use and there is a need to significantly reduce this to support CYPL's improvement journey. This will help to achieve a coherent and consolidated view of involvement with a child and their family and improve the use of data and analysis to improve service provision.

The Cabinet Member for Children and Young People approved the commencement of a procurement process to seek a system supplier who could achieve the aim of consolidating and integrating recording systems (Decision [CYP01\(21/22\)](#) refers). The new recording solution will mainly cover education, early years and youth justice, but it will also consider how best to integrate with the Mosaic system for children's social care.

As part of decision CYP01 (21/22) the Cabinet Member also delegated authority to the Executive Director to award the contract. Therefore, on completion of the procurement process, the Executive Director of Children, Young People and Learning will be asked to approve the contract award to the successful bidder/s.

Decision by	Lucy Butler - Executive Director Children, Young People and Learning
Date added	1 December 2021
Month	March 2022
Consultation/ Representations	Finance Legal IT Procurement 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)	Cabinet Member Decision CYP01 (21/22)
Author	Vince Clark Tel: 07402 338396
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Fostering Service Redesign

A review is currently being undertaken of the Fostering service in West Sussex; this forms Phase 2 of the work to redesign the service. Revisions being considered will aim to ensure the County Council can offer in-house foster placements to different cohorts of children with a broad range of needs, strengthen the offer to existing carers to improve

retention and increase our social care workforce to ensure caseloads for staff within the service are manageable.

The Cabinet Member for Children and Young People will be asked to approve the proposed revisions to the Fostering Service for implementation from April 2022.

Decision by	Cllr Russell - Cabinet Member for Children and Young People
Date added	4 January 2022
Month	March 2022 March 2022
Consultation/ Representations	All Foster Carers and Fostering Service staff via Task and Finish groups. Children and Young People's Services Scrutiny Committee - 9 March 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

Award of contract for the expansion of Palatine Primary School	
<p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	4 January 2021

Month	March 2022
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

Cabinet Member for Learning and Skills

Contract Extension for the Provision of Adult Community Education	
<p>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.</p> <p>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.</p> <p>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.</p> <p>The Cabinet Member for Learning 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.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	23 June 2021
Month	March 2022
Consultation/ Representations	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	Officer Key Decision to extend the contract OKD01(20/21)

(via website)	
Author	Paul Wagstaff Tel: 033 022 26591
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Enabling Works	
<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:-</p> <ol style="list-style-type: none"> (1) The commencement of a procurement exercise for appointment of a building contractor (2) The allocation of funds required to enter into a pre-construction services agreement and enabling works package and (3) The delegation of authority to the Director of Property and Assets to award the contract for pre-construction services and enabling works and the submission of a reserved matters planning application. 	
Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	30 July 2021
Month	March 2022
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

Cabinet Member for Learning and Skills

Midhurst Rother College, Midhurst - Extension of Changing Rooms - Allocation of Capital Funding for Project Delivery

Midhurst Rother College is an Academy Secondary School providing education for pupils aged 11 to 18 in the Midhurst/Petworth and surrounding areas.

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.

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.

The Cabinet Member for Learning and Skills will be asked to approve:

- 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	March 2022
Consultation/ Representations	Schools, parents and local residents, Parish and District Councils Procurement Legal Finance 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

Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees

The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children who need a place. The Basic Need requirements are reviewed annually to identify the next tranches of projects and to ensure planned projects are still required following review of projection data of pupil numbers. The requirements across the county are set out in the annual update of the [Planning School Places document](#).

Pupil projections for the Barnham/Westergate planning area are indicating there are insufficient places for children starting school which is in part due to the significant house building across the area. The County Council are often unable to offer local places to movers into the area outside of the annual admissions round as all schools are full. It is therefore proposed that Yapton CE Primary School is expanded from 1.5 form entry (FE) (315 places) to 2FE (420 places) to meet the current demand for places. Additional land has been secured through a S106 Agreement to support the expansion of the school.

Following conclusion of a feasibility study to consider how best to expand the school to meet Department for Education (DfE) and West Sussex guidelines for school accommodation, further design work is now required to develop an expansion project that will meet the overall programme for delivery of places by 2024.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of funds to enable the design work to commence.

Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	24 November 2021
Month	March 2022
Consultation/ Representations	School 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)	None
Author	Leigh Hunnikin Tel: 033 022 23051
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.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	18 June 2021
Month	March 2022
Consultation/ Representations	Procurement Legal 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

Director of Property and Assets

Additional Budget Requirement to expand Lindfield Primary Academy, Haywards Heath.

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 two years' intake.

The project will create 2 additional classrooms as an extension to the existing school buildings and a grass bank will be levelled into an outdoor play space to accommodate the increased pupil numbers.

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.

Following completion of the feasibility study, it has been identified that an increase to the budget is required in line with the most recent cost estimate to ensure contingencies are incorporated to make provision for current fluctuations in the market. This increase means the allocation of funding for this project now meets the criteria for a key decision; the additional monies will be allocated from S106 funds.

The Director of Property and Assets will be asked to approve the additional budget required for the expansion project at Lindfield Primary School.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	8 December 2021
Month	March 2022
Consultation/ Representations	Cabinet Member for Learning and Skills 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 ES10 (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 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	March 2022
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
Author	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Allocation of Funding for the 2022 Holiday Activities and Food Programme (Rolling Entry)	
<p>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 2022.</p> <p>Expressions of interest will be sought from providers to offer Holiday Activities and Food during the main school holidays of 2022. The Director of Education and Skills will be asked to approve the award of grant funding to successful organisations in advance of each of the holidays.</p>	
Decision by	Paul Wagstaff - Director of Education and Skills
Date added	9 February 2022
Month	Between March 2022 and December 2022
Consultation/ Representations	<p>Holiday Providers including schools, colleges, sports clubs and childcare providers.</p> <p>Representations concerning this proposed decision can be made to the Director of Education and Skills, via the officer contact.</p>
Background Documents (via website)	None
Author	Rachel Conway Tel: 033 022 27209
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

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</p>	

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.

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.

As part of a separate key decision process the Cabinet Member for Learning and Skills approved the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School ([Decision LS05\(21/22\)](#) refers). The Cabinet Member also delegated authority to the Director of Property and Assets to award the contract for the project.

The Director of Property and Assets will be asked to approve the award of contract for the proposed project at The Forest School.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	11 January 2021
Month	March 2022
Consultation/ Representations	Procurement Legal Finance 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.
Background Documents (via website)	None
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Award of contract for a Replacement Schools Information and Financial Management System

A School Information Management system (SIMS) provides the information necessary to manage a school effectively and provides an objective system for recording and aggregating information to support its operations. A school also has a Financial Management System (FMS) to manage its finances and budgeting.

The current versions of these systems have been in place for a considerable time and are consequently not deemed by the users as being as flexible or in tune with current data requirements as more modern systems, which also potentially offer improved functionality options that would support more efficient and effective working practices, which could benefit both schools and the County Council.

The Cabinet Member for Learning and Skills has approved the commencement of a procurement process to seek a supplier to provide a replacement information and

financial management system for all West Sussex maintained schools and to settle a service level agreement through which schools would reimburse the County Council for the costs of the system ([decision LS11 \(21/22\)](#) refers).

As part of the decision the Cabinet Member also delegated authority to the Director of Education and Skills to award the contract. Therefore, on completion of the procurement process, the Director of Education and Skills will be asked to approve the contract award to the successful bidder/s.

Decision by	Paul Wagstaff - Director of Education and Skills
Date added	8 December 2021
Month	March 2022
Consultation/ Representations	Finance Legal IT Procurement 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)	Cabinet Member Decision LS11(21/22)
Author	James Richardson Tel: 033 022 22327
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Phase 2 Special Support Centre Programme - Edward Bryant Primary School, 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 Edward Bryant Primary School ([Decision reference ES09 \(20/21\)](#))

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.

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.

Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	1 February 2021
Month	March 2022
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

Allocation of additional funding to create provision for accommodating a bulge class at The Burgess Hill Academy

Following a review of pupil projections for starting secondary school in Mid Sussex, it is necessary to provide for a bulge class of 30 pupils at The Burgess Hill Academy for September 2022.

The project will invest in teaching and non-teaching areas enabling the school to accommodate a temporary increase in pupil numbers.

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including education infrastructure at The Burgess Hill Academy (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.

Following completion of the feasibility study, it has been identified that an increase to the budget is required in line with the most recent cost estimate to enable the works to be taken forward and to make provision for current fluctuations in the market. This increase means the allocation of funding for this project now meets the criteria for a key decision; the additional monies will be allocated from S106 funds which have been received specifically for The Burgess Hill Academy.

The Director of Property and Assets will be asked to approve the additional budget required for the project at The Burgess Hill Academy.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	19 January 2022
Month	March 2022
Consultation/ Representations	Cabinet Member for Learning and Skills

	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 ES10 (20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Procurement and Award of Contract for replacement of the All Weather Pitch at Tanbridge House School, Horsham	
<p>The existing sand filled artificial all weather pitch (AWP] at Tanbridge House school has reached the end of its life. The pitch was installed in 1994 and is now 27 years old, these facilities have an average life expectancy of 15 years. A feasibility study and an independent condition survey have concluded that the pitch has reached the end of its life.</p> <p>In July 2021 the Cabinet Member for Learning and Skills approved the allocation of S106 funding to enable the replacement of the AWP (decision LS04 (21/22) refers). Since that decision the costs for this scheme have risen and it is proposed that further Section 106 funds are allocated to enable the project to proceed.</p> <p>The Director of Property and Assets will be asked to agree the additional S106 funding allocation and approve the procurement and award of contract for the replacement of the All Weather Pitch at Tanbridge House school.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	27 January 2022
Month	March 2022
Consultation/ Representations	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 LS04 (21/22)
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of Contract for creation of a Special Support Centre at Felpham Community College, Bognor Regis

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 November 2021 the Cabinet Member for Learning and Skills approved the allocation of funding to establish a Special Support Centre (SSC) at Felpham Community College for 12 children aged 11 to 16 with Social Communication Needs from September 2023 (decision [LS10 \(21/22\)](#) refers). The Cabinet Member also delegated authority to the Director of Property and Assets launch a procurement for the works and enter into a construction contract with the successful tenderer.

The Director of Property and Assets will be asked to approve the award of contract for the creation of a SSC at Felpham Community College.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	15 February 2022
Month	April 2022
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 LS10 (21/22)
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Learning and Skills

Procurement of a Framework for Short Breaks for Disabled Children and Young People

West Sussex County Council has a statutory duty to provide Short Breaks for children and young people with additional needs and disabilities, and their families. Short breaks give parents and carers a break from their caring role and provide the opportunity for children and young people with additional needs and disabilities to try new experiences.

Short breaks are currently sourced via a Dynamic Purchasing Scheme which has a term of seven years and expires on 31 March 2023. It is proposed to set up a new Framework for commissioning Short Breaks from April 2023.

The Cabinet Member for Learning and Skills will be requested to approve the commencement of a procurement process to enable the commissioning of Short Breaks for disabled children to continue. The Cabinet Member will also be asked to delegate authority to the Executive Director of Children, Young People and Learning to award places on the Framework to providers who meet the required criteria.

Decision by	Cllr N Jupp - Cabinet Member for Learning and Skills
Date added	23 February 2022
Month	May 2022
Consultation/ Representations	Procurement Legal Finance 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	Michael Rhodes-Kubiak Tel: 033 022 24511
Contact	Wendy Saunders Tel: 033 022 22553