



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: 28 February 2022

Finance and Property

Cabinet

Emergency Central Government Funding (Rolling Entry)	
<p>Due to the ongoing public health emergency the County Council has received a number of support packages from Central Government. As funds are received the Council needs to determine arrangements to distribute, allocate or make other preparations for the appropriate use of funds received.</p> <p>The relevant decision maker will be determined by the intended use of the allocated funds. The Council may be required to comply with a number of conditions set out in the terms of the grant which may mean decisions need to be taken quickly due to the need to provide timely financial support related to the Covid-19 pandemic. Members will be consulted or advised of planned decisions with as much notice as can be provided.</p>	
Decision by	- Cabinet
Date added	15 February 2021
Month	Before March 2022
Consultation/ Representations	Representations can be made to the officer contact.
Background Documents (via website)	None
Author	Tony Kershaw Tel: 033 022 22662
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Finance and Property, Cabinet, 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 & Property, or Cabinet will be recommended to approve the PRR and any items of financial and performance management within the PRR.</p>	
Decision by	Cllr Hunt - Cabinet Member for Finance and Property, Cabinet, Leader
Date added	1 April 2021
Month	Before March 2022
Consultation/ Representations	Representation can be made via the officer contact.
Background Documents	None

(via website)	
Author	Fiona Morris Tel: 033 022 23811
Contact	Natalie Jones-Punch Tel: 033 022 25098

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	12 January 2022
Month	Before 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

Director of Property and Assets

Procurement and Award of Contract-Littlehampton County Offices	
<p>Littlehampton County Offices is a three-storey property, owned by West Sussex County Council and shared with Sussex Police.</p> <p>At the time of the August 2021 Key Decision (FP03 21/22) to vacate Centenary House Durrington, options for replacement office space had been identified for County Council staff including for direct engagement with the public. Some of the capacity will be provided by a move to rented accommodation at Durrington Bridge House on a five-year lease. It is intended to provide the balance of the accommodation at Littlehampton County Offices, which will provide an enduring facility for the Council. A feasibility study has identified a solution that will cost £1.1m to refurbish the property, including making adaptations to reduce the carbon footprint of the building and improve accessibility.</p> <p>The Director of Property and Assets will be asked to approve the procurement and award of the refurbishment contract and associated expenditure.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	23 November 2021

Month	March 2022
Consultation/ Representations	Local Member – Littlehampton Town / 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

Cabinet Member for Finance and Property

Reprocurement of the property project and programme Multi-disciplinary Consultancy Contract	
<p>Over the coming five years, the County Council will be continuing to deliver a high-quality built environment through the planned Capital Programme. An essential part of this programme is to ensure the continued skilled technical expertise necessary to develop and deliver the design proposals for the projects.</p> <p>The Cabinet Member for Finance and Property will be asked to approve the commencement of a procurement process to put in place a new Multi-Disciplinary Consultancy contract when the existing contract comes to an end in July 2023 and to delegate to the Executive Director Place Services the authority to award the contract. A further report will be published at that time.</p>	
Decision by	Cllr Hunt - Cabinet Member for Finance and Property
Date added	19 January 2022
Month	March 2022
Consultation/ Representations	Stakeholders/market suppliers Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Caroline Bridges Tel: 033 022 25691
Contact	Suzannah Hill Tel: 033 022 22551

Director of Property and Assets

Award of Framework Agreements for Construction Framework

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.

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.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	19 August 2021
Month	April 2022
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

Cabinet Member for Support Services and Economic Development

Endorsement Growth Programme funding: Littlehampton Public Realm Improvements, Terminus Road Phase

In August 2018 the Arun Growth Deal, identified Littlehampton Public Realm Improvements (LHPRI) in the town centre as a priority for the regeneration of the West Sussex coastal economy.

The LHPRI project is key to the economic regeneration of the Littlehampton coastal town centre, aligning with the Economic Reset Plan (2020-24) and 'Our Council Plan' (2021-25). The LHPRI scheme responds to the challenges posed by the COVID-19 pandemic and supports growth of the Littlehampton visitor economy and hospitality sector and promotes sustainable travel options and connectivity by upgrading the urban digital infrastructure. The County Council contribution is aligned to the recent Arun Levelling Up award.

The Terminus Road phase aims to create an attractive environment and accessible public space around Littlehampton station. The design will create a gateway for visitors, with enhance access points, upgrades to paving and clear crossing points. The aim is to promote sustainable modes of transport such as walking and cycling, support carbon reduction and community connectivity and wellbeing benefits.

The Cabinet Member for Support Services and Economic Development will be asked to approve the allocation of £1.253m from the remaining £5m agreed in February 2021 in the County Council budget for Growth Programme and to delegate to the Executive Director of Place Services, the delivery of the Littlehampton Public Realm Improvements Terminus Road Phase.

Decision by	Cllr Waight - Cabinet Member for Support Services and Economic Development
Date added	15 December 2021
Month	March 2022
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

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.</p>	
Decision by	- Director of Finance and Support Services
Date added	30 July 2021
Month	March 2022
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

Cabinet Member for Support Services and Economic Development

Procurement: Customer Service Function	
<p>In preparation of the expiry of the Support Services Outsource (SSO) contract in September 2022, the Council intends to reprocure a Customer Service function from 01 October 2022.</p> <p>The Cabinet Member for Support Services and Economic Development will be asked to endorse the procurement process and delegate authority to the Director of Communities to award a contract in due course. A further decision report will be published at that time.</p>	
Decision by	Cllr Waight - Cabinet Member for Support Services and Economic Development
Date added	13 January 2022
Month	March 2022
Consultation/ Representations	Market suppliers Representation can be made via the officer contact
Background Documents	None

(via website)	
Author	Julie Rendle-Eames Tel: 022 033 22234
Contact	Suzannah Hill Tel: 022 033 22551

Cabinet Member for Support Services and Economic Development

Endorsement preparation of Preliminary Design Bognor Regis Esplanade Public Realm Improvements

The Arun Growth Deal is a joint commitment between Arun District Council (ADC) and West Sussex County Council (WSCC) to focus partnership resource and investment on economic growth priorities, including the redevelopment of the Bognor Regis seafront, comprising of the Regis Centre site and the surrounding public realm improvement projects at Place St Maur and the Esplanade.

The enhancement of the Esplanade supports the economic recovery of the coastal town, aligned with the Key Themes in the Economic Reset Plan (2020-24) and 'Our Council Plan' (2021-25). The scheme will help to address the challenges posed by the COVID-19 pandemic by promoting the visitor economy of the coastal town and will provide opportunities for the hospitality and events sector. Businesses, tourists, and residents will benefit from accessible community spaces and sustainable travel routes between the station, the town centre and the seafront.

It is proposed that the County Council, in partnership with Arun District Council, takes forward the design of Bognor Regis Esplanade Public Realm Improvements that received positive feedback from an ADC public engagement exercise in February 2021.

The Cabinet Member will be asked to endorse the preparation of designs for the scheme. A further report will be published in due course concerning approval of the designed scheme and its funding.

Decision by	Cllr Waight - Cabinet Member for Support Services and Economic Development
Date added	15 February 2022
Month	March 2022
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

Assistant Chief Executive

Procurement of an External Print Management Service

In 2012, the Council entered into a 10-year outsourcing contract with Capita Plc to deliver a range of back-office support functions which is known as the 'Support Services Outsource' (SSO) contract. The outsourcing contract is due to expire at the end of September 2022.

One service within the Capita contract is print management.

The printing spend across West Sussex County Council has reduced from approximately £450,000 per annum five years ago to approximately £200,000 per annum now. These savings within the print management service budget are the result of a planned digital first approach designed to drive down print costs and support the Council's sustainability commitments.

However, an ongoing requirement remains for printed materials issued for and on behalf of West Sussex County Council. Printed assets are produced across all directorates to meet various service needs and to reach audiences without digital access. Printed assets are used for a range of statutory and information sharing purposes, including signage, on site posters, printed consultation surveys for residents without online access and translated hand out materials.

The current print management service operates as a neutral vendor model. It uses an online portal (Solprint XN) where the Council uploads details for print jobs and is then provided with a best value quote based on the criteria specified. The process is overseen for the organisation as a function of the Council's Graphic Design team which sits within the Communications & Engagement team. The Graphic Design team supports directorates and services to access effective and efficient print options to support corporate aims and achieve best value for money.

The Council intends to continue to procure an external service from October 2022 under the same model, to ensure quality and value for money.

The procurement recommendation is for a new contract with an initial term of 5 years plus options to extend for periods up to a further 2 years, allowing for a maximum contract term of 7 years. The total estimated cost for a 5-year contract is £1.20m. This assumes that a new supplier works in the same way, i.e. providing a fully managed service, carrying an element of the risk and managing the production, delivery, quality and the suppliers on the Council's behalf. This also assumes a similar level of printing to the last 2 years (averaged at £200,000/year) and a similar annual management fee (currently £40,000/year). A further decision to award a contract will be published in due course.

Decision by	Sarah Sturrock - Assistant Chief Executive
Date added	28 February 2022
Month	March 2022
Consultation/ Representations	Cabinet Member for Support Services and Economic Development. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Alix Macfarlane Tel: 033 022 25967

Contact	Suzannah Hill Tel: 033 022 22551
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Cabinet Member for Support Services and Economic Development

Procurement of Data Archiving Solution for SAP	
<p>In preparation for decommissioning of the SAP Enterprise Resource Planning System (when replaced with Oracle Fusion via the SmartCore programme), the Council intends to procure a data archive solution to retain historic Finance, Human Resources and Procurement records in line with data retention obligations.</p> <p>The Cabinet Member for Support Services and Economic Development will be asked to endorse the procurement process and delegate authority to the Director of Finance & Support Services to award the decision in due course. A further decision report will be published at that time.</p>	
Decision by	Cllr Waight - Cabinet Member for Support Services and Economic Development
Date added	15 February 2022
Month	April 2022
Consultation/ Representations	<p>Small and Medium Enterprises within the Business, Market suppliers.</p> <p>Representation can be made via the officer contact.</p>
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 033 022 22551