



## 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 sitting in public. The meetings are also 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:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	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.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
<b>Background Documents</b>	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.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	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](mailto:katherine.delamora@westsussex.gov.uk).

**Published: 19 May 2022**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in Cabinet Member portfolio order

<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
Director of Children, Young People and Learning	Award of Places on the Framework for Therapeutic Services for Children and Young People	May 2022
Cabinet Member for Children and Young People	Procurement of residential provision for children with complex needs	June 2022
Director of Children, Young People and Learning	Commissioning of specialist support staff to assist delivery of the Family Safeguarding Model for Children and Young People	June 2022
Director of Children, Young People and Learning	Award of contract for remodelling and refurbishment of Orchard House Children's Home	July 2022
Director of Children, Young People and Learning	Award of contract for refurbishment of Contact Centre at Orchard House Children's Home	July 2022
Assistant Director (Education and Skills)	Allocation of Funding for the 2022 Holiday Activities and Food Programme (Rolling Entry)	Between March 2022 and December 2022
Cabinet Member for Learning and Skills	Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Project Delivery	May 2022
Cabinet Member for Learning and Skills	Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees	May 2022
Assistant Director (Property and Assets)	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	May 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	May 2022
Assistant Director (Property and Assets)	Procurement and Award of Contract for replacement of the All Weather Pitch at Tanbridge House School, Horsham	May 2022
Assistant Director (Property and Assets)	Award of contract for works to expand Lindfield Primary Academy, Haywards Heath	May 2022
Assistant Director (Property and Assets)	Award of Contract for creation of a Special Support Centre at Felpham Community College, Bognor Regis	May 2022
Cabinet Member for Learning and Skills	Procurement of a Framework for Short Breaks for Disabled Children and Young People	May 2022
Cabinet Member for Learning and Skills	Expansion of Cornfield School, Littlehampton	May 2022
Assistant Director (Property and Assets)	Award of Contract for the Extension of the Changing Rooms at Midhurst Rother College, Midhurst	June 2022
Assistant Director (Property and Assets)	Award of contract for construction works to enable the provision of a bulge class at The Burgess Hill Academy	June 2022
Assistant Director (Property and Assets)	Allocation of S106 Funding to create provision for accommodating bulge classes at Sir Robert Woodard Academy, Lancing	June 2022

Assistant Director (Property and Assets)	Award of contract for works to expand the Special Support Centre at West Park CE Primary School, Worthing	June 2022
Assistant Director (Property and Assets)	Award of contract for works to create a Special Support Centre at St Margaret's CE Primary School, Angmering	June 2022
Cabinet Member for Learning and Skills	Expansion of St Anthony's School, Chichester	June 2022
Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Maidenbower Infants School, Crawley - Allocation of Funding for Project Delivery	July 2022

## Children and Young People

### Director of Children, Young People and Learning

<b>Award of Places on the Framework for Therapeutic Services for Children and Young People</b>	
<p>In February 2022, the Cabinet Member for Children and Young People approved the commencement of a procurement process for a new Open Framework for Therapeutic Services (decision <a href="#">CYP05(21/22)</a> refers). The Framework will enable the purchase of therapeutic services for children and young people for an initial term of 5 years with the option to extend for a further 2 years.</p> <p>As part of the decision the Cabinet Member also delegated authority to the Director of Children, Young People and Learning to award places on the Framework for the supply of Therapeutic Services.</p> <p>The procurement is being undertaken and, on conclusion, the Director of Children, Young People and Learning will be asked to award places on the Framework to providers that meet the criteria and standards required.</p>	
<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	1 April 2022
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision CYPO5(21/22)
<b>Author</b>	Charlotte Brackley Tel: 033 022 22006
<b>Contact</b>	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 Director of Children, Young People and Learning to enter into a legal agreement with the other local authorities involved and award the contract.

<b>Decision by</b>	Cabinet Member for Children and Young People (Councillor Jacquie Russell)
<b>Date added</b>	18 November 2021
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Author</b>	Thomas Strivens Tel: 033 022 22082
<b>Contact</b>	Wendy Saunders Tel; 033 022 22553

## Director of Children, Young People and Learning

### Commissioning of specialist support staff to assist delivery of the Family Safeguarding Model for Children and Young People

As part of the redesign of Children's Services the Council is implementing a Family Safeguarding Model of practice which requires specialist staff to deliver services to support adults in families open to Children's Social Care.

Whilst the County Council and Health provides some of these services, the Family Safeguarding Model is an integrated approach with co-located teams made up of all the

services required to provide an effective intervention. Therefore, it will be necessary to work with partner service providers to contribute to delivering elements of the wrap-around support for families, particularly those facing issues with mental health, domestic abuse and substance misuse.

The partner service providers will be those already delivering mental health support (Sussex Partnership Foundation Trust), substance misuse support (Change, Grow, Live), and domestic abuse support (the Probation Service), in line with nationally recognised best practice.

The Director for Children, Young People and Learning will be asked to approve the direct award of three separate contracts to source the provision of the following specialist staff to support delivery of the Family Safeguarding Model:

- mental health support staff - to Sussex Partnership Foundation Trust
- substance misuse support staff - to Change, Grow, Live
- domestic abuse support staff - to the Probation Service

<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	3 May 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Procurement Finance Legal  Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Daniel Ruaux Tel: 033 022 22695
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Director of Children, Young People and Learning**

#### **Award of contract for remodelling and refurbishment of Orchard House Children's Home**

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.

The Cabinet Member for Children and Young People approved the allocation of funding and the launch of a procurement to undertake remodelling and refurbishment works to modernise the home and improve the facilities for those children resident there and those who undertake short breaks at the home (decision [CYP04\(21/22\)](#) refers).

The Cabinet Member also delegated authority for the award of the contract to carry out the works. Therefore, on completion of the procurement process, the Director of Children, Young People and Learning will be requested to approve the award of a contract to the successful provider.

<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	13 April 2022
<b>Month</b>	July 2022
<b>Consultation/ Representations</b>	Finance Legal Procurement  Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision CYP04 (21/22)
<b>Author</b>	Thomas Strivens Tel: 033 022 22082
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Director of Children, Young People and Learning**

<b>Award of contract for refurbishment of Contact Centre at Orchard House Children's Home</b>	
<p>Orchard House children's home in Cuckfield is part of the County Council's Residential Service. The buildings at the site provide a range of services including court-ordered supervised contact between children and families.</p> <p>The Cabinet Member for Children and Young People approved the allocation of funding for remodelling the wider Orchard House site and the launch of two separate procurement processes to undertake the works, with the refurbishment of the contact centre being one of these tender opportunities (decision <a href="#">CYP04(21/22)</a> refers)</p> <p>The Cabinet Member also delegated authority for the award of the contracts to carry out the works. Therefore, on completion of the procurement process the Director of Children, Young People and Learning will be requested to approve the award of a contract to carry out the refurbishment of the contact centre to the successful provider.</p>	
<b>Decision by</b>	Director of Children, Young People and Learning (Lucy Butler)
<b>Date added</b>	13 April 2022
<b>Month</b>	July 2022
<b>Consultation/ Representations</b>	Finance Legal Procurement  Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken.

<b>Background documents</b> (via website)	Cabinet Member Decision CYP04(21/22)
<b>Author</b>	Thomas Strivens Tel: 033 022 22082
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Learning and Skills

### Assistant Director (Education and Skills)

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

### Cabinet Member for Learning and Skills

<b>Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Project Delivery</b>	
<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</p>	

through a Section 106 Agreement to contribute towards the construction costs of the new school. The school is proposed to open in September 2024.

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.

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.

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.

<b>Decision by</b>	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
<b>Date added</b>	30 July 2021
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	
<b>Background documents</b> (via website)	Cabinet Member Decision Report LS03(21/22)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	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.

<b>Decision by</b>	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
<b>Date added</b>	24 November 2021
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	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
<b>Background documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Assistant Director (Property and Assets)**

##### **Award of contract for construction of an All Weather Pitch at The Forest School, Horsham**

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.

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 then Director of Property and Assets to award the contract for the project.

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

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	11 January 2021
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	Procurement Legal

	Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets), via the contact officer, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning and Skills**

<b>Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery</b>	
<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 <a href="#">CAB03(19/20)</a>). 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 (<a href="#">Decision reference ES09(20/21)</a>)</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>	
<b>Decision by</b>	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
<b>Date added</b>	1 February 2021
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	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
<b>Background documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051

<b>Contact</b>	Wendy Saunders Tel: 033 022 22553
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**Assistant Director (Property and Assets)**

<b>Procurement and Award of Contract for replacement of the All Weather Pitch at Tanbridge House School, Horsham</b>	
<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 <a href="#">LS04 (21/22)</a> 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 Assistant Director (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>	
<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	27 January 2022
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision LS04 (21/22)
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Assistant Director (Property and Assets)**

<b>Award of contract for works to expand Lindfield Primary Academy, Haywards Heath</b>	
<p>Following a review of pupil projections for the North of the County, and in particular the Haywards Heath/Lindfield areas, it was necessary to provide for a bulge class of 30 pupils at Lindfield Primary Academy in September 2021.</p> <p>It is proposed to expand the school by creating 1 additional classroom as an extension to the existing school buildings to provide permanent provision for this bulge class. In addition, a grass bank will be levelled into an outdoor play space to accommodate the increased pupil numbers.</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 then 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.

The Assistant Director (Property and Assets) will be asked to approve the award of contract for the expansion project.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	21 October 2021
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision
<b>Author</b>	Katerina Evans-Makrakis Tel: 07597 526870
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Assistant Director (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 then Director of Property and Assets to launch a procurement for the works and enter into a construction contract with the successful tenderer.

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

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
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<b>Date added</b>	15 February 2022
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision LS10 (21/22)
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning and Skills**

<b>Procurement of a Framework for Short Breaks for Disabled Children and Young People</b>	
<p>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.</p> <p>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.</p> <p>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 Director of Children, Young People &amp; Learning to award places on the Framework to providers who meet the required criteria.</p>	
<b>Decision by</b>	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
<b>Date added</b>	23 February 2022
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None

<b>Author</b>	Michael Rhodes-Kubiak Tel: 033 022 24511
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning and Skills**

<b>Expansion of Cornfield School, Littlehampton</b>	
<p>The <a href="#">Special Educational Needs and Disability (SEND) and Inclusion Strategy 2019-2024</a> aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.</p> <p>Cornfield School in Littlehampton caters for 9 to 16 year olds with social, emotional and/or behavioural challenges. Following a review of current numbers on roll, projected needs and the existing accommodation the need to expand the school has been identified, to enable 8 additional young people to be accommodated in September 2022.</p> <p>The additional physical space created through this work will enable Cornfield School to accommodate the most complex young people with SEND.</p> <p>The feasibility work for the project to accommodate the pupils has been commissioned. Following detailed design and associated cost estimates the Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required and the award of contract for the works to enable the project to proceed.</p>	
<b>Decision by</b>	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
<b>Date added</b>	26 April 2022
<b>Month</b>	May 2022
<b>Consultation/ Representations</b>	<p>School Parents and local residents, Parish and District Councils</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>
<b>Background documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Assistant Director (Property and Assets)

#### **Award of Contract for the Extension of the Changing Rooms at Midhurst Rother College, Midhurst**

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

In March 2022 the Cabinet Member for Learning and Skills agreed that funding was allocated for the provision of additional changing facilities (Decision reference [LS16 \(21/22\)](#) refers); these additional facilities will enable the school to increase its Published Admission Number to 240 in all year groups. As part of the decision authority was delegated to the Assistant Director (Property and Assets) that, subject to receipt of planning permission and statutory consents, a construction contract should be entered into with the successful tenderer.

A procurement is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the successful tenderer.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	1 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets), via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision Report LS16( 21/22)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Assistant Director (Property and Assets)

#### **Award of contract for construction works to enable the provision of 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. In order to accommodate this temporary increase in pupil numbers a project will be delivered to carry out remodelling and improvements to teaching and non-teaching areas at the school, the funding for which has been previously approved by decisions [ES10 \(20/21\)](#) and [OKD54 \(21/22\)](#).

A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the successful tenderer.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	13 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets), via the Contract Officer, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Assistant Director (Property and Assets)**

<b>Allocation of S106 Funding to create provision for accommodating bulge classes at Sir Robert Woodard Academy, Lancing</b>	
<p>Following a review of pupil projections for starting secondary school in Shoreham and Lancing in 2022, it is necessary to provide for two bulge classes of 30 pupils at Sir Robert Woodard Academy for September 2022 to ensure sufficient places are available for those starting secondary school.</p> <p>The project will provide additional general teaching accommodation in modular accommodation and external dining facilities, enabling the school to accommodate a temporary increase in pupil numbers. This will be funded by monies from S106 funds which have been received specifically for creating additional secondary aged capacity within the planning area at Sir Robert Woodard Academy.</p> <p>The Assistant Director (Property and Assets) will be asked to approve the budget required for delivering the expansion project at Sir Robert Woodard Academy in Lancing.</p>	
<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	13 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets), via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None



<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Assistant Director (Property and Assets)**

#### **Award of contract for works to expand the Special Support Centre at West Park CE Primary School, Worthing**

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Increasing provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Special Support Centres (SSCs) will assist with the aim of enabling children to attend school locally..

In November 2021 the Cabinet Member for Learning & Skills approved the allocation of funding for the expansion and redesignation of the SSC at West Park Primary School ([decision LS09 \(21/22\)](#) refers). As part of the decision the Cabinet Member also delegated authority to the then Director of Property and Assets to undertake a procurement exercise and to enter into a contract for delivery of the project.

A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of contract for the expansion of the West Park Primary School SSC.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	13 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision LS09 (21/22)
<b>Author</b>	Katerina Evans-Makrakis Tel: 07597 526870
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Assistant Director (Property and Assets)**

#### **Award of contract for works to create a Special Support Centre at St Margaret's CE Primary School, Angmering**

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Increasing provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional

places in Special Support Centres (SSCs) 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 enable the establishment of a 12 place SSC at St Margaret's Primary School (decision [LS08 \(21/22\)](#) refers. As part of the decision the Cabinet Member also delegated authority to the then Director of Property and Assets to undertake a procurement exercise and to enter into a contract for delivery of the project.

A procurement process is being undertaken and, on conclusion, the Assistant Director (Property and Assets) will be asked to approve the award of contract for the establishment of a SSC at St Margaret's Primary School.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	13 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	Cabinet Member Decision LS08 (21/22)
<b>Author</b>	Katerina Evans-Makrakis Tel: 07597 526870
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Learning and Skills**

#### **Expansion of St Anthony's School, Chichester**

The [Special Educational Needs and Disability \(SEND\) and Inclusion Strategy 2019-2024](#) aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.

St Anthony's School in Chichester caters for 4 to 16 year olds with Special Educational Needs. Following a review of current numbers on roll, projected needs and the existing accommodation the need to expand the school has been identified, to enable 12 additional young people to be accommodated in September 2022.

The additional physical space created through this work will enable St Anthony's School to accommodate the most complex young people with SEND.

The feasibility work for the project to accommodate the pupils has been commissioned. Following detailed design and associated cost estimates the Cabinet Member for Learning

and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

<b>Decision by</b>	Cabinet Member for Learning and Skills (Councillor Nigel Jupp)
<b>Date added</b>	26 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils  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.
<b>Background documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Cabinet Member for Learning and Skills**

##### **Phase 2 Special Support Centre Programme - Maidenbower Infants School, Crawley - 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 Maidenbower Infants 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 Maidenbower Infants School in Crawley.

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 Maidenbower Infants School to proceed.

<b>Decision by</b>	Councillor Nigel Jupp
<b>Date added</b>	19 May 2022
<b>Month</b>	July 2022

<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553