



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:

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| Decision | A summary of the proposal. |
| Decision By | Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public. |
| Date added | The date the proposed decision was added to the Forward Plan. |
| Month | The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month. |
| Consultation/ Representations | How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings. |
| Background Documents | The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact. |
| Author | The contact details of the decision report author |
| Contact | Who in Democratic Services you can contact about the entry |

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Katherine De La Mora on 033 022 22535, email katherine.delamora@westsussex.gov.uk.

Published: 27 May 2022

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

| Decision Maker | Subject Matter | Date |
|--|---|----------------|
| Assistant Director (Communities) | Allocation of Household Support Fund Grant | June 2022 |
| Assistant Director (Environment and Public Protection) | Award of Design and Build contract at the Halewick Lane Battery Storage site | June 2022 |
| Assistant Director (Environment and Public Protection) | Contract Award - Street Sweepings Processing | July 2022 |
| Assistant Director (Environment and Public Protection) | Contract Extension - Water, Wastewater and Ancillary Services | July 2022 |
| Assistant Director (Environment and Public Protection) | Procurement of energy supplies - corporate estate and maintained schools/academies | August 2022 |
| Assistant Director (Environment and Public Protection) | Contract award for Single Supplier Framework for delivery of Solar PV and Battery Storage Programme | September 2022 |
| Cabinet Member for Highways and Transport | A284 Lyminster bypass (north) - funding allocation and award of construction contract | May 2022 |
| Cabinet Member for Highways and Transport | Review of On-Street Parking Charges | June 2022 |
| Cabinet Member for Highways and Transport | Bus Services Draft Enhanced Partnership Plan | June 2022 |

Community Support

Assistant Director (Communities)

Allocation of Household Support Fund Grant

In April 2022, the Government announced further monies would be made available to County Councils and Unitary Authorities through the Household Support Fund (HSF) Grant, which is intended to support those most in need and help with significantly rising living costs. This follows previous funding made available when the HSF was set up in Autumn 2021; the Cabinet Member for Community Support and Fire and Rescue approved the arrangements for distribution of the County Council's allocation of this funding in December 2021 (decision [CSFR02 21/22](#) refers).

Further to the announcement in April the County Council has been awarded £4,870,362.11 of HSF this covers the period April 2022 – Sept 2022.

The Assistant Director (Communities) will be asked to agree the distribution of funds within the parameters set out in the grant determination letter and approve the award of contract to a retail voucher scheme provider (following a compliant procurement process) that will support the distribution of some of the funds covered by the Household Support Fund Grant.

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| Decision by | Assistant Director (Communities) (Emily King) |
| Date added | 27 May 2022 |
| Month | June 2022 |
| Consultation/ Representations | Representations concerning this proposed decision can be made via the officer contact. |
| Background documents (via website) | None |
| Author | James Skilling Tel: 033 022 25432 |
| Contact | Erica Keegan Tel: 033 022 26050 |

Environment and Climate Change

Assistant Director (Environment and Public Protection)

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| Award of Design and Build contract at the Halewick Lane Battery Storage site | |
| <p>The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.</p> <p>Following a review of the details previously approved by the Cabinet Member for Environment and Climate Change, a revised business case indicates that revisions to the scheme by using a first-life battery option will generate increased revenue from the project and expanding the scheme will provide better value for money. Therefore, the Cabinet Member for Environment and Climate Change has approved a re-procurement process increasing the system size to 24MW with the specification of first life batteries.</p> <p>At the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award the pre-construction contract and design and build contract for the scheme.</p> | |
| Decision by | Assistant Director (Environment and Public Protection) (Steve Read) |
| Date added | 1 April 2022 |
| Month | June 2022 |
| Consultation/ Representations | <p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |

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| Background documents (via website) | None |
| Author | Tom Coates Tel: 033 022 26458 |
| Contact | Judith Shore Tel: 033 022 26052 |

Assistant Director (Environment and Public Protection)

| Contract Award - Street Sweepings Processing | |
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| <p>In October 2017 the County Council entered into a contract with Biffa Waste Services Limited to process and recycle street sweepings.</p> <p>The contract allows the County Council to divert street sweepings from landfill and push the material further up the waste hierarchy to recycle 99% of the material. This has saved the Council around £2.6m over the life of the current contract to-date due to a significantly lower price per tonne for processing compared to other disposal routes.</p> <p>The initial three-year processing contract has already been extended to its maximum term of five years and will end on 1 October 2022.</p> <p>The Assistant Director of Environment and Public Protection will undertake the procurement process for the provision of street sweepings processing services (reception into facility, recycling, treatment and disposal). Upon the conclusion of that process, the Assistant Director will be asked to award the contract based on the most advantageous bid after technical and financial evaluation.</p> | |
| Decision by | Assistant Director (Environment and Public Protection) (Steve Read) |
| Date added | 7 January 2022 |
| Month | July 2022 |
| Consultation/ Representations | District and Borough Councils in West Sussex Representations concerning this proposed decision can be made, 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 | Gareth Rollings Tel: 033 022 24161 |
| Contact | Judith Shore Tel. 033 022 26052 |

Assistant Director (Environment and Public Protection)

| Contract Extension - Water, Wastewater and Ancillary Services |
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| <p>Since deregulation of the non-domestic water/wastewater retail market in 2017, organisations have been able to competitively appoint their own water retailer (rather than using the traditional water wholesalers for billing).</p> |

In October 2019, the County Council [awarded a three year contract](#), with an option to extend for one year, to Scottish Water Business Stream for these services.

The current contract expires at the end of September 2022 and it is proposed to extend the contract for one year.

The Assistant Director (Environment and Public Protection) will be asked to approve a 12-month extension of the water, wastewater and ancillary services contract.

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| Decision by | Assistant Director (Environment and Public Protection) (Steve Read) |
| Date added | 25 May 2022 |
| Month | July 2022 |
| Consultation/ Representations | No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken. |
| Background documents (via website) | None |
| Author | Steven Fall Tel: 033 022 23265 |
| Contact | Judith Shore Tel: 033 022 26052 |

Assistant Director (Environment and Public Protection)

Procurement of energy supplies - corporate estate and maintained schools/academies

The County Council currently uses the LASER flex contract to procure energy supplies (electricity & natural gas) for:

- the corporate estate (around 235 sites) and street lighting supplies
- around 250 West Sussex maintained schools and academies

The LASER framework agreement will renew in October 2022 and a 24-month termination notice is required to exit. A review of whether this is still the best way for the County Council to procure its energy was instigated in September 2021. A benchmarking exercise is being carried out to assess the LASER offering against the current market.

Upon the conclusion of the benchmarking review, the County Council will consider how the County Council procures energy supplies for the period from October 2024 – September 2028 and how to engage with the market for provision of ancillary energy services such as selling power from solar farms.

The Assistant Director (Environment and Public Protection) will be asked to approve the County Council's recommended energy procurement route to market and route to the provision of ancillary energy services.

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| Decision by | Assistant Director (Environment and Public Protection) (Steve Read) |
| Date added | 13 April 2022 |
| Month | August 2022 |
| Consultation/ Representations | Schools Forum Director of Finance and Support Services Director of Law and Assurance Representations concerning this proposed decision can be made, 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 | Steven Fall Tel: 033 022 23265 |
| Contact | Judith Shore Tel: 033 022 26052 |

Assistant Director (Environment and Public Protection)

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| Contract award for Single Supplier Framework for delivery of Solar PV and Battery Storage Programme | |
| <p>Following a market engagement exercise and technical and structural feasibility surveys, 31 corporate and 65 school sites have been identified as suitable for having Solar Photovoltaic (PV) and Battery Storage technology installed.</p> <p>The £7.7m programme, funded from an approved allocation in the capital programme, will support the council's commitment to achieving Net Zero emissions from its operations by 2030 (as set out in the council's Climate Change Strategy 2020-2030). It will also help meet the agreed priorities in the council's recently adopted 2030 Energy Strategy by reducing grid electricity consumption, increasing renewable energy generation in the county, and reducing carbon dioxide (CO₂) emissions. In addition to electricity cost savings for the County Council, schools will also benefit from a reduction in electricity costs.</p> <p>The procurement process will allow for further phases of solar PV and battery storage to be fitted to the county council's buildings and the county's schools (subject to the authority to do so being granted) and for a Demand Side Response (DSR) provider to manage the charged status and market value from the battery storage installations.</p> <p>The recommendation will come forward subject to completion of the final stages of the corporate process for evaluating capital projects.</p> <p>Upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award the contracts.</p> | |
| Decision by | Assistant Director (Environment and Public Protection) (Steve Read) |
| Date added | 25 May 2022 |

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| Month | September 2022 |
| Consultation/ Representations | No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken. |
| Background documents (via website) | None |
| Author | Nicola Stringer |
| Contact | Judith Shore Tel: 033 022 26052 |

Highways and Transport

Cabinet Member for Highways and Transport

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| A284 Lyminster bypass (north) - funding allocation and award of construction contract | |
| <p>The A284 Lyminster Bypass is an important north-south link between the A27 at Crossbush and Littlehampton and the County Council is delivering the northern section. Jackson's Civil Engineering was awarded the design and build contract and the scheme was granted planning permission on 26 March 2019.</p> <p>The Compulsory Purchase Order was confirmed by the Secretary of State on 16 September 2021 following a Public Inquiry.</p> <p>The Department for Transport (DfT) has previously approved the Outline Business Case and has been asked to contribute additional funding on review and approval of the Full Business Case.</p> <p>As the final stage of the scheme, subject to the DfT approving the funding, the Cabinet Member for Highways and Transport will be asked to confirm the funding allocation and award the construction contract for the A284 Lyminster bypass (north).</p> | |
| Decision by | Cabinet Member for Highways and Transport (Councillor Joy Dennis) |
| Date added | 21 October 2021 |
| Month | May 2022 |
| Consultation/ Representations | Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made, via the officer contact, by the beginning of the month in which the decision is due to be taken. |

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| Background documents (via website) | None |
| Author | Mark Martin Tel: 033 022 25922 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Highways and Transport

| Review of On-Street Parking Charges | |
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| <p>The on-street parking charges review for 2022/23 will include all West Sussex permits, parking bay suspensions and pay and display charges.</p> <p>A decision will be taken by the Cabinet Member for Highways and Transport with a view to implementing the changes in October 2022.</p> | |
| Decision by | Cabinet Member for Highways and Transport (Councillor Joy Dennis) |
| Date added | 9 May 2022 |
| Month | June 2022 |
| Consultation/ Representations | County Council Officers (Legal, Finance, Highways) District and Borough Council Officers Representation can be made via the officer contact. |
| Background documents (via website) | None |
| Author | Miles Davy Tel: 033 022 26688 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Highways and Transport

| Bus Services Draft Enhanced Partnership Plan | |
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| <p>The Government's 'Bus Back Better – National Bus Strategy for England' requires Local Transport Authorities and bus companies to work in partnership to help recovery and improve bus services.</p> <p>In June 2021, the Cabinet Member for Highways and Transport took a key decision to enter into an Enhanced Partnership (EP) with bus operators and, in October 2021, made a further key decision and submitted a Bus Services Improvement Plan (BSIP) to the DfT including a bid for funds.</p> <p>Further to the submission of the BSIP, the DfT has offered an indicative funding allocation up to £17,401,596 (of which £11,982,180 is capital and £5,419,416 revenue) to commence delivery of the BSIP. This is total funding from 2022/23 to 2024/25.</p> | |

Funding confirmation is conditional on the submission and implementation of an Enhanced Partnership which includes firmer and more detailed commitments from the County Council and local bus operators to deliver a package of prioritised and ambitious improvements to bus services.

By Monday 2 May, the County Council must complete and submit to the DfT a summary which sets out how the funding allocation will be used, including prioritised interventions, delivery timelines and costs and how it will be reflected in the EP. Due to the exceptionally tight timescale for the completion of this work, the Assistant Director (Highways, Transport and Planning) will complete the summary in consultation with the Cabinet Member for Highways and Transport.

By the end of June, the County Council must submit a Draft Enhanced Partnership Plan which shows how relevant aspects of the BSIP will be implemented.

The Cabinet Member for Highways and Transport will be asked to approve the Draft Enhanced Partnership Plan for submission to the DfT.

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| Decision by | Cabinet Member for Highways and Transport (Councillor Joy Dennis) |
| Date added | 26 April 2022 |
| Month | June 2022 |
| Consultation/ Representations | <p>Communities, Highways and Environment Scrutiny Committee – Task and Finish Group Local bus operators User representatives (include organisations representative of users of local services, those with protected characteristics, elected members, parish councils, local businesses) District and Borough Councils Traffic commissioner Police Transport Focus Competition and Markets Authority</p> <p>Representations concerning this proposed decision can be made, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| Background documents (via website) | None |
| Author | Bill Leath Tel: 033 022 25438 |
| Contact | Judith Shore Tel: 033 022 26052 |