

## Extract of the Forward Plan of Key Decisions – published 6 June 2022

### Cabinet

<b>Emergency Central Government Funding (Rolling Entry)</b>	
<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>	
<b>Decision by</b>	Cabinet
<b>Date added</b>	15 February 2021
<b>Month</b>	Before June 2022
<b>Consultation/ Representations</b>	Representations can be made to the officer contact.
<b>Background documents (via website)</b>	None
<b>Author</b>	Tony Kershaw Tel: 033 022 22662
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Leader, Cabinet Member for Finance and Property, Cabinet

<b>Performance and Resources Report (Rolling Entry)</b>	
<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 &amp; Property, or Cabinet will be recommended to approve the PRR and any items of financial and performance management within the PRR.</p>	
<b>Decision by</b>	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
<b>Date added</b>	31 March 2022
<b>Month</b>	Before April 2023

<b>Consultation/ Representations</b>	Representation can be made via the officer contact.
<b>Background documents</b> (via website)	none
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<b>Contact</b>	Natalie Jones-Punch 033 022 25098

### **Cabinet Member for Finance and Property**

<b>Property Holdings: (Rolling Entry)</b>	
<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 <a href="#">Asset Management Policy and Strategy</a>. 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>	
<b>Decision by</b>	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
<b>Date added</b>	1 April 2022
<b>Month</b>	Before April 2023
<b>Consultation/ Representations</b>	Local members. Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
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### **Assistant Director (Property and Assets)**

<b>Procurement and Award of Contract: Littlehampton County Offices</b>
<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>

The Assistant Director of Property and Assets will be asked to approve the procurement and award of the refurbishment contract and associated expenditure.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	23 November 2021
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Local Member – Littlehampton Town / Cabinet Member for Finance and Property  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Author</b>	Jeremy Rigby Tel: 033 022 26460
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

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

##### **Award of Framework Agreements: 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 Assistant 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 Assistant Director of Property and Assets will be asked to approve the award of Framework Agreements for the proposed Construction Framework.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	19 August 2021
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Cabinet Member for Finance and Property  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	none
<b>Author</b>	Jeremy Rigby Tel: 033 022 26460
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

## Cabinet Member for Finance and Property

### Endorsement: Community Asset Transfer Leases

The County Council's [Asset Management Strategy](#) supports the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities. Two vacant properties have been identified as suitable for Community Asset Transfer:

- Phoenix Centre, Westloats Lane, North Bersted, Bognor Regis, West Sussex, PO21 5JD
- Bognor Regis Find It Out Centre, Church Path, Glamis Street, Bognor Regis, Bognor Regis, West Sussex, PO21 1DB

These have been declared surplus to operational requirements following the redesign of the Council's Early Help Centres ([CAB02 21/222](#)).

Constituted community groups, charitable organisations, voluntary groups and Town and Parish Councils working in partnership with local community groups have been invited to apply for transfer of these properties. The Council is looking to work with suitable organisations that are able to demonstrate, through a selection process, the ability to take on, manage and maintain these assets through a Full Repairing and Insuring Lease, with terms to be agreed, subject to contract. Providing a suitable proposal comes forward, two preferred lessees will be chosen.

The Cabinet Member for Finance and Property will be asked to approve the granting of a lease of over 14 years in term at nil rent of each of the two properties.

<b>Decision by</b>	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
<b>Date added</b>	9 March 2022
<b>Month</b>	July 2022
<b>Consultation/ Representations</b>	<b>WSCC News Press Release <a href="#">Community expressions of interest open for three youth centres - West Sussex County Council</a></b> <b>WSCC Website Link - <a href="#">Community Asset Transfer   Your Voice West Sussex</a></b> <b>Consultees – The Local Member for each property</b>  Representation can be made via the officer contact.
<b>Background documents (via website)</b>	None
<b>Author</b>	Elaine Sanders Tel: 033 022 25605
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

## Assistant Director (Property and Assets)

### Award of Contract: Multi-disciplinary Consultancy

Over the coming five years, the County Council will be delivering a high-quality built environment through a planned Capital Programme. It is essential to secure the skilled technical expertise necessary in developing and delivering the design proposals for these projects.

The Assistant Director (Property & Assets) will be asked to approve the decision to award the contract to the successful bidder for services to begin in July 2023.

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	27 May 2022
<b>Month</b>	September 2022
<b>Consultation/ Representations</b>	Consultation will take place with Performance & Finance Scrutiny Committee in September 2022.  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Author</b>	Caroline Bridges Tel: 033 022 25691
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#### **Director of Finance and Support Services**

<b>Award of Contract: Design and Implementation Support Service</b>	
<p>In March 2021, the then Cabinet Member for Economy &amp; 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>	
<b>Decision by</b>	Director of Finance and Support Services (Katharine Eberhart)
<b>Date added</b>	30 July 2021
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Representation can be made via the officer contact. Consultees: Cabinet Member for Support Services and Economic Development
<b>Background documents</b> (via website)	none
<b>Author</b>	Alistair Rush Tel: 033022 22002

<b>Contact</b>	Suzannah Hill 033 022 22551
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### Assistant Chief Executive

<b>Award of Contract: External Print Management Service</b>	
<p>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.</p> <p>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 &amp; 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. A procurement exercise is underway for an external service from October 2022 under the same model, to ensure quality and value for money.</p> <p>The Assistant Chief Executive will be asked to endorse the award of contract.</p>	
<b>Decision by</b>	Assistant Chief Executive (Sarah Sturrock)
<b>Date added</b>	1 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	<p>Cabinet Member for Support Services and Economic Development.</p> <p>Representation can be made via the officer contact.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Alix Macfarlane Tel: 033 022 25967
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### Cabinet Member for Support Services and Economic Development

<b>Procurement: Data Archiving Solution for SAP</b>
<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 &amp; Support Services to award the decision in due course. A further decision report will be published at that time.</p>

<b>Decision by</b>	Cabinet Member for Support Services and Economic Development (Councillor Steve Waight)
<b>Date added</b>	15 February 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Small and Medium Enterprises within the Business, Market suppliers.  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
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### **Assistant Director (Communities)**

<b>Contract Award: Digital Customer Service Function</b>	
<p>In March 2022 the Cabinet Member for Support Services &amp; Economic Development approved a proposal via decision <a href="#">SSED05 21-22</a>, for procurement of a Digital Customer Service Function and the digital technology and cloud software of the function for a proposed contract term of three years with the option to extend by two periods of one year.</p> <p>The new service to be commissioned from 01 October 2022 to coincide with expiry of the Support Services Outsource (SSO).</p> <p>The Cabinet Member delegated authority to the Assistant Director (Communities) to progress the programme and commence procurement of Customer and Information Technology Services. In accordance with the decision, procurement exercises are being undertaken.</p> <p>The Assistant Director (Communities) will be asked to award the contract(s) to the successful bidder(s).</p>	
<b>Decision by</b>	Assistant Director (Communities) (Emily King)
<b>Date added</b>	26 April 2022
<b>Month</b>	June 2022
<b>Consultation/ Representations</b>	Subject Matter Experts within Council Service Areas, Market suppliers.  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Author</b>	Stewart Laird Tel: 033022 25310

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### **Cabinet Member for Support Services and Economic Development**

<b>Endorsement of design and procurement process: Worthing Public Realm Improvements programme: Railway Approach Scheme</b>
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The Worthing Growth Programme (2017) identified a Worthing Public Realm Improvements (WPRI) programme in Worthing town centre to support the revival of the local economy by improving the quality and accessibility of public areas connecting Worthing station, the town centre and the seafront.

Leader key decision ([LDR01 18/19](#)) confirmed WSCC commitment of £5m of growth funding to deliver the initial phases of a £12m programme of up to eight public realm schemes between the station and the seafront. Worthing Borough Council identified developer contributions, including the Community Infrastructure Levy to fund the later phases of the public realm improvement programme.

The Executive Director Place Services confirmed progression to the detailed design stage of the Railway Approach project in December 2021 ([OKD33 21/22](#)) and to endorse funding arrangements.

The Cabinet Member for Support Services and Economic Development will now be asked to endorse the detailed designs for the scheme and commencement of a procurement process under Lot 6 of the Highways Construction Framework, for a construction contractor anticipated to start work on site in early 2023 and completion in late Autumn 2023 and to delegate to the Director Place Services the award of contract in due course. A further decision report will be published at that time.

<b>Decision by</b>	Cabinet Member for Support Services and Economic Development (Councillor Steve Waight)
<b>Date added</b>	27 May 2022
<b>Month</b>	September 2022
<b>Consultation/ Representations</b>	Railway Approach Public Engagement took place in April 2021 for a month using an online portal.  Representation can be made via the officer contact.
<b>Background documents</b> (via website)	None
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