



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:

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: 31 August 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	
Date added	15 February 2021
Month	Before December 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, Leader, Cabinet Member for Finance and Property

Performance and Resources Report (Rolling Entry)	
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 and Property, or Cabinet will be recommended to approve the PRR and any items of financial and performance management within the PRR.	
Decision by	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	31 March 2022
Month	Before April 2023
Consultation/ Representations	The following will be consulted: All Scrutiny Committees Cabinet 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	Fiona Morris Tel: 033 022 23811
Contact	Natalie Jones-Punch 033 022 25098

Cabinet Member for Finance and Property

Property and Assets (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. The County Council has agreed to adopt an Asset Management Policy and Strategy for 2022/23 – 2025/26. 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	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	1 April 2022
Month	Before April 2023
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

Cabinet Member for Finance and Property

Endorsement: Community Asset Transfer Leases
<p>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:</p> <ul style="list-style-type: none">• 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 <p>These have been declared surplus to operational requirements following the redesign of the Council's Early Help Centres (CAB02 21/222).</p> <p>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.</p> <p>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.</p>

Decision by	Cabinet Member for Finance and Property (Councillor Jeremy Hunt)
Date added	9 March 2022
Month	September 2022
Consultation/ Representations	WSSC News Press Release Community expressions of interest open for three youth centres - West Sussex County Council WSSC Website Link - Community Asset Transfer Your Voice West Sussex Consultees – The Local Member for each property 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

Assistant Director (Property and Assets)

Award of Contract: Multi-disciplinary Consultancy	
<p>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.</p> <p>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.</p>	
Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	27 May 2022
Month	September 2022
Consultation/ Representations	Consultation will take place with Performance & Finance Scrutiny Committee in September 2022. 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

Support Services and Economic Development

Director of Finance and Support Services

Award of Contract(s) Information Technology Services (Rolling Entry)	
<p>In December 2020 the Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR04 20-21, to insource and recommission, through new contracts, the services currently provided by Capita through the Information Technology outsource contract.</p> <p>The Cabinet Member delegated authority to the Director of Finance and Support Services to progress the programme and commence procurement of the Service Desk and End User Compute Services, Networks, Telephony, Cloud Hosting and Infrastructure and Application Management Services. In accordance with the decision a procurement exercise is being undertaken.</p> <p>The Director of Finance and Support Services will be asked to award the contract(s) to the successful bidder(s) from June 2021 and such dates as contractually needed with initial service transitions to commence in July 2021.</p>	
Decision by	Katharine Eberhart
Date added	14 April 2021
Month	Before April 2023
Consultation/ Representations	External Consultants SOCITM; Director Law and Assurance Representation can be made via the officer contact
Background documents (via website)	
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 033 022 22551

Director of Finance and Support Services

Award of Contract: 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 has undertaken a procurement process for a data archive solution to retain historic Finance, Human Resources and Procurement records in line with data retention obligations.</p> <p>Decision SSED02 22-23 delegated authority to the Director of Finance & Support Services to award the decision.</p>	
Decision by	Director of Finance and Support Services (Katharine Eberhart)
Date added	7 July 2022
Month	September 2022
Consultation/ Representations	SME's within the Business, Market suppliers. Representation can be made via the officer contact.
Background documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
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 ECR01 (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(s) to the successful bidder(s). This decision has been taken in two parts in June 2022 (Report Ref: OKD12 22-23) and now September 2022.</p>	
Decision by	Katharine Eberhart
Date added	31 July 2021
Month	September 2022
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Cabinet Member for Finance and Property and Cabinet Member for Support Services and Economic Development.

Background documents (via website)	None
Author	Matthew Wigginton Tel: 033022 24220
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Support Services and Economic Development

Endorsement of design and procurement process: Worthing Public Realm Improvements programme: Railway Approach Scheme	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Cabinet Member for Support Services and Economic Development (Councillor Steve Waight)
Date added	27 May 2022
Month	September 2022
Consultation/ Representations	<p>Railway Approach Public Engagement took place in April 2021 for a month using an online portal.</p> <p>Representation can be made via the officer contact.</p>
Background documents (via website)	None
Author	Marie Tulley-Rose Tel: 07563 397759
Contact	Suzannah Hill Tel: 033 022 22551