



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: 15 September 2022

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Cabinet Member for Environment and Climate Change	Establishment of the West Sussex Energy Reinvestment Scheme	September 2022
Cabinet Member for Environment and Climate Change	Procurement of Single Supplier Framework for delivery of Solar PV and Battery Storage Programme	September 2022
Assistant Director (Environment and Public Protection)	Contract award for performance monitoring, operation and maintenance of ground mounted solar PV systems	September 2022
Cabinet Member for Highways and Transport	Review of Integrated Parking Strategy 2022 - 2027	September 2022
Cabinet Member for Highways and Transport	Review of the Highway Improvement Programme	September 2022
Cabinet Member for Highways and Transport	Response to the consultation by Transport for the South East on a Draft Strategic Investment Plan	September 2022
Cabinet Member for Highways and Transport	A259 Littlehampton Corridor Improvements - additional funding allocation	October 2022
Assistant Director (Highways, Transport and Planning)	Award of Highways Contracts Lots 4, 5 and 6 (phase 1)	December 2022
Cabinet Member for Highways and Transport	Highways and Transport Delivery Programme 2023-2024	January 2023
Assistant Director (Highways, Transport and Planning)	Award of Highways Contract Lot 6 (phase 2)	February 2023

Community Support, Fire and Rescue

None

Environment and Climate Change

Cabinet Member for Environment and Climate Change

Establishment of the West Sussex Energy Reinvestment Scheme
The West Sussex Energy Reinvestment Scheme will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. The scheme will operate on a similar basis to the SALIX scheme which has been used successfully by WSCC for several years but is being wound down by the government.

The Cabinet Member for Environment and Climate Change will be asked to approve the establishment of the Energy Reinvestment Scheme and the allocation of funds.

Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	9 June 2022
Month	September 2022
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services 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	Daire Casey
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment and Climate Change

Procurement of Single Supplier Framework for delivery of Solar PV and Battery Storage Programme

Following a market engagement exercise and technical and structural feasibility surveys, 84 sites; 23 corporate and 61 school sites, have been identified as suitable to-date for having roof-top Solar Photovoltaic (PV) technology installed and 68 of these sites (to-date) will also include a Battery Storage system.

The programme will be funded from an approved allocation of £7.7m in the capital programme and 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.

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 internal capacity to support delivery by the supplier). It will also seek to appoint a Demand Side Response (DSR) provider to manage the charged status and market value from the battery storage installations.

The Cabinet Member for Environment and Climate Change will be asked to approve the procurement process and delegate authority to the Assistant Director (Environment and Public Protection) to award the contracts.

Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	25 May 2022
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

Assistant Director (Environment and Public Protection)

Contract award for performance monitoring, operation and maintenance of ground mounted solar PV systems	
<p>Since 2014, West Sussex County Council has installed ground-mounted solar power systems at both Tangmere and Westhampnett with a total capacity of 12.44 MW.</p> <p>The performance of these systems will be optimised through operational monitoring alongside planned and reactive maintenance in order to –</p> <ul style="list-style-type: none"> • maximise renewable energy generated to substitute for carbon emitting sources • derive energy savings for the council • protect the County Council’s investment in these systems <p>A tender process will be started in July 2022 with a view to securing best value for the provision of the services.</p> <p>The Assistant Director (Environment and Public Protection) will be asked to award the contract for the monitoring, operation and maintenance of ground-mounted solar PV systems owned by West Sussex County Council, in accordance with the Council’s Standing Orders on Procurement and Contracts.</p>	
Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	9 June 2022
Month	September 2022
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services

	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	Tom Coates Tel: 033 022 26458
Contact	Judith Shore Tel: 033 022 26052

Highways and Transport

Cabinet Member for Highways and Transport

Review of Integrated Parking Strategy 2022 - 2027	
<p>As the Highway Authority for West Sussex, the County Council has an Integrated Parking Strategy (IPS) that sets out its approach to managing parking. This mainly includes the management and enforcement of parking controls and regulations on the public highway, often referred to as 'on-street', but it also sets out its view and role in off-street parking provision, primarily provided by the six District and Borough Councils in West Sussex. The IPS also sets out how the County Council's approach to parking management relates to its other policies and strategies.</p> <p>The West Sussex IPS was last updated in 2014 and this latest review, covering the period from 2022 to 2027, seeks to ensure that the County Council's approach to managing parking remains appropriate and effective at meeting the needs of local communities as well as its other objectives.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve the revised Integrated Parking Strategy.</p>	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	1 June 2022
Month	September 2022
Consultation/ Representations	<p>Communities, Highways and Environment Scrutiny Committee - 10 June 2022 Engagement with District and Borough Council Parking Services Teams</p> <p>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.</p>

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

Review of the Highway Improvement Programme	
<p>The Highway Improvement Programme, mainly funded by the Integrated Transport Block Allocation and developer contributions, is made up of several thematic programmes e.g. Community Highway Schemes, Strategic Transport Improvements and Local Transport Improvements.</p> <p>Each of the thematic programmes are developed independently and collated into a countywide programme each Autumn, before being approved by the Cabinet Member for Highways and Transport for delivery over the following two financial years.</p> <p>A project was commissioned in September 2021 to review how schemes in the Highways Improvement Programme are identified, prioritised, developed and delivered. The work specifically examined how the County Council ensures the Highway Improvement Programme delivers County Council priorities whilst responding to the needs of local communities.</p> <p>Developing recommendations were presented to the Communities, Highways and Environment Scrutiny Committee in March 2022. The Committee was supportive of the proposed new ways of working with communities and approach to prioritisation of schemes.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve the new approach to the prioritisation and delivery of the Highways Improvement Programme.</p>	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	9 June 2022
Month	September 2022
Consultation/ Representations	<p>Communities, Highways and Environment Scrutiny Committee was consulted on 2 March 2022.</p> <p>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.</p>
Background documents (via website)	None
Author	Charlotte Weller Tel: 033 022 26001
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Response to the consultation by Transport for the South East on a Draft Strategic Investment Plan

Transport for the South East (TfSE) is the sub-national transport body, currently operating in shadow form, that covers Berkshire, East Sussex, Hampshire, Kent, Surrey, and West Sussex. It has the twin purposes of facilitating the delivery of a regional transport strategy and promoting economic growth in the South East.

In 2020, TfSE approved a [Transport Strategy for the South East](#), which aims to shape the South East as a region economically, technologically and environmentally over the next 30 years, and change the way that investment is made in transport. TfSE has subsequently prepared two thematic strategies (on Future Mobility and Freight, Logistics and Gateways) and five area studies covering all parts of the region. The area studies have identified and appraised potential strategic transport interventions (i.e. rail, highways, mass transit and active travel) that have been included in packages of interventions. As the area studies are strategic, they do not cover every local issue as there are other programmes for this, including the County Council's own investment programmes.

This technical work has informed the development of a [Draft Strategic Investment Plan](#) (SIP) setting out a series of investment opportunities for Government, Local Transport Authorities and transport providers to consider investing in. Once finalised, the SIP will inform future decision-making by the County Council and other key stakeholders.

The Draft SIP is published for consultation with constituent authorities, including the County Council, and wider stakeholders between June and September 2022.

The Cabinet Member for Highways and Transport will be asked to approve the County Council's response to the consultation.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	1 July 2022
Month	September 2022
Consultation/ Representations	Communities, Highways and Environment Scrutiny Committee – 21 September 2022 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	Anand Pillay Tel: 0330 222 5031
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

A259 Littlehampton Corridor Improvements - additional funding allocation

The A259 Littlehampton Corridor improvement scheme is currently under construction. It comprises dualling the existing single carriageway between the new Fitzalan Link Road (east of the Wick Roundabout) and the Body Shop Roundabout as well as between the Station Road Roundabout and A280 Roundabout. Additionally, new cycling and pedestrian facilities are being provided adjacent to but separated from the carriageway.

A [decision](#) was taken by the Cabinet Member for Highways and Infrastructure in July 2019 to award the build phase contract, agree the Target Price and approve funding sources.

The Cabinet Member for Highways and Transport will be asked to approve an additional capital allocation for the improvement scheme following higher than forecast levels of inflation.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	15 September 2022
Month	October 2022
Consultation/ Representations	<p>The project board (whose membership includes Arun District Council and West Sussex County Council's Director of Highways and Transport)</p> <p>In January and February 2016, WSCC undertook a 6-week public consultation on the proposals for the A259 which included four public exhibitions, a project website, online questionnaire and a consultation leaflet detailing aspects of the proposals.</p> <p>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.</p>
Background documents (via website)	None
Author	David Lambert Tel: 033 022 25709
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Award of Highways Contracts Lots 4, 5 and 6 (phase 1)

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In [January 2019](#), the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and

Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts, at the conclusion of the procurement process.

In November 2019, the Director of Highways, Transport and Planning [appointed contractors](#) to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.

Lots 4, 5 and 6 (carriageways, footways, and infrastructure works) are procured annually and a formal procurement process will be undertaken in autumn 2022 for the delivery of highway works in 2023-24.

At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the highway improvement contracts phase 1.

Decision by	Matt Davey
Date added	15 September 2022
Month	December 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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Highways and Transport Delivery Programme 2023-2024

The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2023/24 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2023/24 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.

The Cabinet Member for Highways and Transport will be asked to approve –

1. the Highway and Transport Delivery Programmes 2023-24; and
2. delegate authority to the Assistant Director (Highways, Transport and Planning) to adjust the 2023/24 Delivery Programmes to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	15 September 2022
Month	January 2023
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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Award of Highways Contract Lot 6 (phase 2)

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In [January 2019](#), the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts, at the conclusion of the procurement process.

In November 2019, the Director of Highways, Transport and Planning [appointed contractors](#) to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.

Lot 6 (infrastructure works) is procured annually, and a formal procurement process will be undertaken in autumn 2022 for the delivery of highway works in 2023-24.

At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the highway improvement contract (Lot 6) phase 2.

Decision by	Matt Davey
Date added	15 September 2022
Month	February 2023
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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052