



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: 1 November 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	November 2022
Cabinet Member for Environment and Climate Change	Procurement process for the delivery of Solar PV and Battery Storage Programme	November 2022
Cabinet Member for Environment and Climate Change	Decarbonisation Plan Implementation Programme (phase 1) - Allocation of Design Fees	November 2022
Cabinet Member for Environment and Climate Change	Littlehampton Recycling Centre site extension	December 2022
Assistant Director (Environment and Public Protection)	Award of Demand Side Response Management Contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm	December 2022
Assistant Director (Highways, Transport and Planning)	Countryside Contractors - Dynamic Procurement System	January 2023
Assistant Director (Highways, Transport and Planning)	Contract Award - Public Rights of Way Routine Maintenance	January 2023
Cabinet Member for Highways and Transport	Bus Services Improvement Plan/Enhanced Partnership - Spending Plan	November 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	Highway Infrastructure Asset Management Strategy and Policy	December 2022
Cabinet Member for Highways and Transport	West Sussex Speed Limit Policy Review	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
Interim Chief Finance Officer	Award of Contract(s) Information Technology Services (Rolling Entry)	Before April 2023

Environment and Climate Change

Cabinet Member for Environment and Climate Change

Establishment of the West Sussex Energy Reinvestment Scheme	
<p>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.</p> <p>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.</p>	
Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	9 June 2022
Month	November 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 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	Daire Casey
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment and Climate Change

Procurement process for the delivery of Solar PV and Battery Storage Programme
<p>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.</p> <p>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</p>

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	November 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

Cabinet Member for Environment and Climate Change

Decarbonisation Plan Implementation Programme (phase 1) - Allocation of Design Fees

In April 2019, Full Council [adopted a motion](#) pledging to try to reach net carbon zero emissions by 2030. The measures to be taken to achieve this are outlined in the County Council's [Carbon Management Plan](#).

An [allocation of £20m capital funding](#) was approved as part of the capital programme agreed at Full Council on 12 February 2021.

The Heat Decarbonisation Plans (HDPs) and associated cost estimates have now been completed and works to improve buildings and infrastructure efficiency, remove emissions, and reduce dependence on fossil fuels on 47 identified assets. A decision to [appoint the Council's Multi-Disciplinary Consultant](#) to develop the works set out in the HDPs up to and including detailed design and contractor procurement is now required.

The Cabinet Member for Environment and Climate Change will be asked to approve the allocation of the capital funds required to enable full design to proceed.

Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	29 September 2022
Month	November 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	Liam Hayward Tel: 033 022 22002
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment and Climate Change

Littlehampton Recycling Centre site extension	
<p>The County Council has the opportunity to purchase a parcel of land adjacent to the Littlehampton Recycling Centre, as part of a Section 106 agreement with local housing developers. Acquisition of the land will allow the Recycling Centre to be extended and reconfigured and provide a more efficient service to the residents of the area.</p> <p>The proposal is to exercise the option to purchase the land and to endorse the allocation of capital funding to cover the redevelopment costs of the site.</p> <p>The Cabinet Member will be asked to –</p> <p>a) approve capital funding for:</p> <ul style="list-style-type: none"> • the purchase of the land, in consultation with the Cabinet Member for Finance and Property • the redevelopment of the site; and <p>b) delegate authority to the Assistant Director (Environment and Public Protection) to procure and award a construction contract for the site redevelopment.</p>	
Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	18 October 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	Michelle Harbord Tel: 033 022 27715
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Environment and Public Protection)

Award of Demand Side Response Management Contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm	
<p>The appointed Demand Side Response (DSR) management operator acts on behalf of the County Council to manage and create revenue from the County Council's battery assets by engaging in the DSR markets with the National Grid to sell energy and services to support grid stability.</p> <p>The current contract expires on 31 March 2023 and a procurement process for a new supplier will be undertaken through the Laser Energy flex framework Lot 2 (Additional Services) framework.</p> <p>The previous contract award was rescinded because an acceptable set of terms and conditions for both parties could not be reached. A suitable route to market has now been identified and, upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award a Demand Side Response management contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm.</p>	
Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	11 October 2022
Month	December 2022
Consultation/ Representations	<p>No consultees currently identified.</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	Steven Fall Tel: 033 022 23265
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Countryside Contractors - Dynamic Procurement System

The Countryside Contractors Framework Agreement is used to deliver works on the Public Rights of Way (PRoW) network and at various countryside sites around West Sussex. It enables the County Council to use a variety of qualified contractors to deliver works that fall outside of the PRoW maintenance contract.

The [existing Framework Agreement](#) ends on 31st March 2023.

The Framework Agreement will be replaced by a Dynamic Procurement System to allow new contractors to join throughout the lifetime of the Agreement.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to approve the new Dynamic Procurement System.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	20 October 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	Neil Vigar Tel: 033 022 26698
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Contract Award - Public Rights of Way Routine Maintenance

Routine maintenance works on the Public Rights of Way network in West Sussex are delivered by a third party contractor and the [current contract](#) expires on 30 April 2023.

In accordance with the Council's Standing Orders on Procurement and Contracts a procurement process to establish a new contract for the delivery of Routine Maintenance on Public Rights of Way will be undertaken.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the contract for Public Rights of Way Routine Maintenance.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	20 October 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	Neil Vigar Tel: 033 022 26698
Contact	Judith Shore Tel: 033 022 26052

Highways and Transport

Cabinet Member for Highways and Transport

Bus Services Improvement Plan/Enhanced Partnership - Spending Plan	
<p>In April 2022 the Government confirmed that the Council could be awarded c. £17.4m to deliver some of the ambitions in its Bus Services Improvement Plan.</p> <p>The ambitions will be delivered through a new Enhanced Partnership that the Council has agreed to enter with local bus companies. The work will also require collaboration with other partners including Borough and District Councils.</p> <p>The funding is available until 31 March 2025 by when the ambitions will have to be delivered.</p> <p>This includes some capital highways improvements schemes that could prove technically challenging and presents some financial risk to the Council.</p> <p>Subject to the receipt of funding from the Department of Transport, the Cabinet Member for Highways and Transport will be asked to approve the capital funding allocation and the schemes outlined in the Summary Enhanced Partnership Plan Spending Plan approved in June 2022.</p>	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	29 September 2022
Month	November 2022
Consultation/ Representations	Task and Finish Group, and Communities, Highways, Environment Scrutiny Committee on 10 June 2022

	<p>Borough and District Councils Local bus operators</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	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Award of Highways Contracts Lots 4, 5 and 6 (phase 1)	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	15 September 2022
Month	December 2022
Consultation/ Representations	<p>No consultees currently identified.</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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Highway Infrastructure Asset Management Strategy and Policy	
<p>The Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered.</p> <p>The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, have been reviewed and updated following approval of the current Strategy and Policy in December 2020.</p> <p>The updates are minor in nature ensuring alignment to Our Council Plan and that relevant data is updated.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve:</p> <ul style="list-style-type: none"> • the implementation of the revised Highway Infrastructure Asset Management Strategy and Policy; and • the delegation of authority to the Assistant Director (Highways, Transport and Planning) to approve the individual asset group lifecycle plans. 	
Decision by	Councillor Joy Dennis
Date added	27 October 2022
Month	December 2022
Consultation/ Representations	<p>No consultees currently identified</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	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

West Sussex Speed Limit Policy Review

Changes in national highway policy and guidance, advances in highway technology and the impact of traffic flows and road user behaviour of the Covid-19 pandemic means that a review of the County Council's approach to managing traffic, including the existing speed limit policy, is underway.

An Executive Task and Finish Group (a cross party group of councillors) set up by the Cabinet Member for Highways and Transport has discussed and considered a revised speed limit policy for West Sussex.

The revised policy will provide a framework for the assessment of new speed limit requests on roads in West Sussex in support of the [West Sussex Transport Plan](#) and the [West Sussex Road Safety Framework](#).

The Cabinet Member for Highways and Transport will be asked to approve the revised Speed Limit Policy.

Decision by	Councillor Joy Dennis
Date added	27 October 2022
Month	December 2022
Consultation/ Representations	Community, Highways and Environment Scrutiny Committee, 18 November 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	Chris Stark Tel: 033 022 26362
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	Assistant Director (Highways, Transport and Planning) (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