



# 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:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	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.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of scrutiny committee meetings.
<b>Background Documents</b>	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.
<b>Lead officer (report author)</b>	The contact details of the decision report author.
<b>Contact</b>	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](mailto:katherine.delamora@westsussex.gov.uk).

**Published: 2 November 2023**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Assistant Director (Property and Assets) (Andrew Edwards)	Decarbonisation Plan Implementation Programme (Phase 1a) - contract awards (Rolling Entry)	November 2023
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Recycling Centres - Extension of Booking System to all Sites	November 2023
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	December 2023
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Contract Award - Solar Photovoltaic and Battery Storage Programme	December 2023
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	March 2024
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	November 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	November 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)	November 2023
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Highway Infrastructure and Asset Condition Surveys: Award of Contracts	November 2023
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Contract award for a new bus service in Burgess Hill	November 2023

## Community Support

### Children and Young People Domestic Abuse Outreach Service

West Sussex County Council has been allocated £1,498,174 from Department for Levelling Up, Housing and Communities (DLUHC) to respond to the duties that have been placed on the council under the Domestic Abuse Act 2021. The Cabinet Member for Adults Services delegated authority to the Assistant Director (Communities) to approve appropriate funding allocations ([Key decision AS03 21/22 refers](#)).

This service is for children and young people residing in West Sussex, aged 5-18 (or up to 25 where the young person has care leaver status or additional needs) who are victims of Domestic Abuse (DA) as defined by the Domestic Abuse Act 2021. Children and young people are deemed to be victims under the 2021 Act as a result of seeing, hearing or otherwise experiencing DA between two people where the child is related to at least one of them whether that be the victim or perpetrator

The Assistant Director (Communities) has approved the procurement of the Children and Young People Domestic Abuse Outreach Service and will be asked to award the contract

to the successful bidder that meets the principles of good outcomes, quality of service and value for money.

The new contract is to be in place by the end of 2023. The initial term of the new contract will be for 3 years with the option to extend for up to a further 2 years. The contract will be paid for from funding supplied by the Domestic Abuse Act additional burdens for safe accommodation support, provided through the government's Department for Levelling Up, Housing and Communities.

<b>Decision by</b>	Assistant Director (Communities) (Emily King)
<b>Date added</b>	30 June 2023
<b>Month</b>	November 2023
<b>Consultation/ Representations</b>	No consultees currently identified  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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Jim Bartlett Tel: Mobile: 07548 125813
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Environment and Climate Change

### Decarbonisation Plan Implementation Programme (Phase 1a) - contract awards (Rolling Entry)

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 [WSCC Carbon Management Plan](#).

The County Council has identified, amongst its highest carbon-emitting assets, 14 that fulfil the requirements for external funding via the Public Sector Decarbonisation Fund and which could be delivered within the timeframes of the grant.

Funding was [approved](#) to progress Phase 1a of the County Council's Heat Decarbonisation Programme to detailed design and contractor procurement and the capital funding and commencement of the procurement process have been [approved](#).

Upon the conclusion of the procurement process, the Assistant Director (Property & Assets) will be asked to award contracts to enable the delivery of the Heat Decarbonisation works (Phase 1a).

<b>Decision by</b>	Assistant Director (Property and Assets) (Andrew Edwards)
<b>Date added</b>	2 August 2023
<b>Month</b>	November 2023

<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Lydia Schilbach Tel: 033022 25832
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Recycling Centres - Extension of Booking System to all Sites**

In March 2022, the Cabinet Member for Environment and Climate Change made a [decision to introduce a booking system](#) at the Bognor Regis, Crawley, Horsham, Littlehampton, Shoreham and Worthing Recycling Centres.

The Cabinet Member also delegated authority to the Assistant Director (Environment and Public Protection) to extend the booking system at Billingshurst, Burgess Hill, East Grinstead, Midhurst and Westhampnett Recycling Centres should this be needed to manage congestion or other issues in the future.

The Assistant Director (Environment and Public Protection) will be asked to consider a proposal regarding the introduction of a booking system at Billingshurst, Burgess Hill, East Grinstead, Midhurst and Westhampnett Recycling Centres.

<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Wayne Lewis)
<b>Date added</b>	18 October 2023
<b>Month</b>	November 2023
<b>Consultation/ Representations</b>	Communities, Highways and Environment Scrutiny Committee 17 November 2023  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Paul Madden Tel: 033 022 25679
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **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. This County Council fund will operate on a similar basis to the SALIX

scheme which has been used successfully by the County Council 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 from the County Council's capital programme.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
<b>Date added</b>	30 June 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	Maintained schools and academies Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Daire Casey
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Contract Award - Solar Photovoltaic and Battery Storage Programme**

In December 2022, the Cabinet Member for Environment and Climate Change [approved](#) the procurement of a single supplier to survey, design, supply and install solar photovoltaic (PV) panel systems and 'Behind-the-Meter' (BTM) battery storage technology across suitable corporate and school sites and delegated authority to the Assistant Director (Environment and Public Protection) to award the contract.

The County Council is now seeking to identify a suitably qualified and interested organisation from the private, public and third (voluntary, community and charitable) sectors to undertake the work.

The Solar PV and Battery Storage Programme will support the County Council's commitment to becoming carbon neutral by 2030 as set out in the Climate Change Strategy 2020-2030.

It will also help meet the agreed priorities in the 2030 Energy Strategy by reducing grid electricity consumption, increasing renewable energy generation in the county, enhancing grid resilience, and reducing carbon dioxide emissions. In addition to electricity cost savings from the corporate sites, schools will also benefit from a reduction in electricity costs over 25 years.

Upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award the contract to the bidder submitting the most economically advantageous tender with regard to cost and quality.

<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Wayne Lewis)
<b>Date added</b>	20 September 2023

<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Emma Ford Tel: 033 022 22196
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Award of Design and Build contract at the Halewick Lane Battery Storage site**

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.

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 [approved](#) a re-procurement process increasing the system size to 24MW with the specification of first life batteries.

A pre-construction service agreement (PCSA) was [awarded](#) to KIER Construction Limited in September 2022.

At the conclusion of the PCSA contract, the Director of Place Services will be asked to award the full design and build contract for the scheme.

<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Wayne Lewis)
<b>Date added</b>	11 April 2023
<b>Month</b>	March 2024
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Emma Ford Tel: 033 022 22196
<b>Contact</b>	Judith Shore Tel: 033 022 26052

# Highways and Transport

## Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)

In April 2022 the Government confirmed that the County Council would be awarded c. £17.4m to deliver some of the ambitions in its [Bus Services Improvement Plan](#).

The ambitions will be delivered through a new [Enhanced Partnership](#) with the local bus companies. The work will also require collaboration with other partners including borough and district councils.

The funding is available until 31 March 2025 by when the ambitions must be delivered.

In January 2023, the Cabinet Member for Highways and Transport [approved](#) the capital and revenue budgets for the delivery of ambitions in the Enhanced Partnership Spending Plan and delegated authority to the Assistant Director (Highways, Transport and Planning) to undertake the procurement process and award contracts for the capital projects and for revenue expenditure.

The procurement processes are underway and, upon their conclusion, the Assistant Director (Highways, Transport and Planning) will be asked to award the contracts for the various schemes.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	21 March 2023
<b>Month</b>	November 2023
<b>Consultation/ Representations</b>	<p>Communities, Highways and Environment Scrutiny Committee on 10 June 2022, and a Scrutiny Task and Finish Group met on several occasions to consider the proposals</p> <p>Borough and district councils  Local bus operators  Residents via online 'Westsusbus' portal  User representatives  Traffic Commissioners  Police  Transport Focus  Competition and Markets Authority</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Streetlighting LED Conversion Project

The Streetlighting Light Emitting Diode (LED) Conversion Project aims to convert all of the County Council owned Street Lighting Asset Luminaires to LEDs and introduce a Central Monitoring System to allow the remote operation of lighting.

In July 2019, the Cabinet Member for Highways and Infrastructure [approved the capital allocation and delegated authority](#) to approve the changes to the Street Lighting Private Finance Initiative (PFI) contract.

Delays have arisen as a result of lengthy negotiations about the Deed of Variation which is required to amend the PFI contract to allow the installation of LEDs. Cost increases have occurred due to inflationary pressures since the above decision was made. In February 2023, following discussions with suppliers, the County Council re-evaluated the costs required to deliver this project and identified a shortfall.

The Cabinet Member for Highways and Transport will be asked to approve an additional budget allocation in order to allow the project to proceed.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	21 March 2023
<b>Month</b>	November 2023
<b>Consultation/ Representations</b>	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.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Simon Osborne Tel: 033 022 26351
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)

In April 2022 the Government confirmed that the County Council could be awarded c. £17.4m to deliver some of the ambitions in its Bus Services Improvement Plan (BSIP).

The ambitions are being delivered through an Enhanced Partnership between the Council and local bus companies.

The grant funding is available until 31 March 2025 by when the ambitions will have to be delivered. The [BSIP Spending Plan](#) was approved in January 2023 and includes both revenue funded service improvements and capital highways schemes. Variations to the spending plan are required in addition to the inclusion of additional Bus Services Improvement Plan (BSIP) revenue funding which has recently been awarded to the County Council.

The Cabinet Member for Highways and Transport will be asked to approve the application of the additional BSIP revenue funding and revisions to priorities in the Enhanced Partnership Spending Plan.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
<b>Date added</b>	10 August 2023
<b>Month</b>	November 2023
<b>Consultation/ Representations</b>	Consultation undertaken with Bus Operators and DfT Relationship Manager  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel: 033 022 26052

#### **Highway Infrastructure and Asset Condition Surveys: Award of Contracts**

West Sussex County Council has a statutory duty to ensure regular surveys are undertaken to determine the condition of public highways in West Sussex. An invitation to tender was published in July for the provision of this service.

The tender was split into five lots:

- Lot 1: Highway inventory data collection
- Lot 2: Visual inspection survey of unclassified 'D' roads and all roundabouts
- Lot 3: Scanner survey of A, B and C roads
- Lot 4: Footway maintenance survey
- Lot 5: Skid resistance survey and site investigations

The Assistant Director (Highways, Transport and Planning) will be asked to award five contracts for the delivery of Highways Infrastructure and Asset Condition Surveys.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	20 September 2023
<b>Month</b>	November 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker via the report author.
<b>Background documents</b> (via website)	None

<b>Lead officer (report author)</b>	David Kitt Tel: 033 022 26382
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Contract award for a new bus service in Burgess Hill**

Funding has been agreed through a Section 106 agreement with Homes England to provide a new direct bus service (no. 38) linking the development in north Burgess Hill with the town centre and railway station.

The contract for the no. 38 bus service will be procured through the Public Bus Service Dynamic Purchasing System.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the contract for the no. 38 bus service in Burgess Hill.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	9 October 2023
<b>Month</b>	November 2023
<b>Consultation/ Representations</b>	<p>In 2015, Mid Sussex District Council carried out consultation on Northern Arc transport plans. Included in Burgess Hill Public Transport Strategy published by Aecom in 2016.</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p>
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel 033 022 26052