



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. Due to the continuing public health measures, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: democratic.services@westsussex.gov.uk. The meetings will be 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: 23 February 2022

Adults Services

Executive Director Adults and Health

Contract Extension Discharge to Assess with Reablement Beds

Discharge to Assess with Reablement services are delivered within a residential care setting for people being discharged from hospital who are not yet able to return home. There are currently 36-44 Discharge to Assess with Reablement beds being provided across the County. Demand for services has changed over recent years and the Council has made a commitment to continue to support people being discharged home from hospital through the Home first pathway wherever this is a suitable option for individuals. However, Discharge to Assess with Reablement beds provide an important solution where people are unable to return home straight away and they have previously been shown to evidence a positive return on investment for the health and social care system.

In March 2021 a decision ([ref OKD68 20/21](#)) was taken to extend three contracts delivering Discharge to Assess with reablement beds for an additional 12 months and for the re-purposing of ten beds within the Crawley Shaw healthcare Burleys Wood service to nursing beds. In November 2021 a decision ([ref CAB07 21/22](#)) was taken to end the provision of in-house residential services in Marjorie Cobby House. As this service has been providing Discharge to Assess with Reablement beds, also included in the report was the recommendation to find alternative provision in the short term through the Shaw Healthcare contract. Subsequently 8-10 beds have recently commenced within Glebe House to ensure the continued provision of Discharge to Assess beds for people in and around the Chichester area. This now operates alongside the three other Discharge to Assess with reablement services in Littlehampton, Worthing and Haywards Heath.

The Executive Director for Adults and Health will now be asked to decide on the continued provision of Discharge to Assess with reablement services and the potential extension of contract arrangements for their final contracted year from 1 April 2022- 31 March 2023.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	13 January 2022
Month	February 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Fees paid to independent providers of Adult Social Care

Rates and fees paid to independent providers of adult social care provision in the community and in residential and nursing homes are subject to annual review. The Executive Director Adults and Health, having been delegated authority by the Cabinet Member for Adult Services, will be asked to consider the fees and rates paid for commissioned services related to the Adult Social Care and Health portfolio for 2022-23.

The review will consider usual maximum rates for care homes and care homes with nursing; individually agreed rates paid to care homes and care homes with nursing; shared lives; and rates and fees paid for community-based services.

In the short term, the priority continues to be to ensure that the market can cope with vulnerable people at this unprecedented time dealing with COVID-19, therefore the Council will address financial pressures resulting from the pandemic independently of this decision.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	19 January 2022
Month	February 2022
Consultation/ Representations	<p>In consultation with the Cabinet Member for Adults Services who delegated this decision to the Executive Director Adults and Health.</p> <p>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.</p>
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Food Supply and delivery of Meals on Wheels

A procurement process has been initiated by the Executive Director Adults and Health for the award of the contract for food supply and delivery of the Meals on Wheels service to customers in the community and West Sussex County Council operated Directly Provided Services (Day Centres).

The existing contract arrangements will expire on 18th October 2022 following the current 7-year contract coming to its fully extended end. The current contract operates 365 day a year and delivers approx. 200,000 meals a year to around 700 registered customers living in the community and has an annual value of around 1.2m. In a BAU year the contract also provides around 20,000 Day Centre meals. A competitive procurement process will be undertaken for the Meals on Wheels contract to commence on 19th October 2022 for a period of 5 years initially plus any potential extensions, up to a maximum of 7 years in total.

West Sussex County Council has carried out internal reviews and analysis of the future feasibility of the service and preferred procurement process to be used. The process has passed through the Council's Commercial and Procurement boards with representatives from legal, procurement and commercial services and the preferred procurement option is to undertake a competitive procurement process to replace the existing contract arrangement.

The service currently runs on a cost neutral basis to the Council and the procurement and subsequent award will replicate this model.

The Executive Director Adults and Health will be asked to award the contract to commence on 19th October 2022 for a period of 5 years initially plus any potential extensions, up to a maximum of 7 years in total.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	13 October 2021
Month	March 2022
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Seasonal Commissioning Contract Extensions

Decisions [AS02 21/22](#) and [OKD27 21/22](#) covered Winter Commissioning in a Seasonal Pressures plan that spans to 2023. The Council has developed plans to respond to seasonal pressures for the period in consultation and partnership with NHS partners. The seasonal pressure plan includes the commissioning of both Care and Support at Home and residential based service provision as well as other services that support hospital discharge or enable people to remain independent at home.

The health and social care system faces increased pressures during this period, particularly in the winter months, that place increased demands on services. This year this is exacerbated by continued pressures as a result of the COVID-19 pandemic. Seasonal pressure plans are designed to ensure discharges from hospital, avoid admission to hospital or increase the flow across health and social care and access to services during pressured periods.

As part of this work, it will be necessary to extend the contracts commissioned as part of the seasonal pressures plan to enable these to continue to deliver into 2022/23. Decision [AS02 21/22](#) delegated authority to the Executive Director Adults and Health to extend existing contracts and award contracts for newly commissioned provision as may be required to meet operational demands. This report asks the Executive Director of Adults and Health to approve the extension of the contracts from the 1st April 2022 in line with funding and the health and social care system plans.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	9 February 2022
Month	March 2022
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

YMCA Blended Counselling Contract Extension	
<p>The Contract with YMCA Downslink to provide Blended Counselling began in November 2018, to run three years until October 2021, with the facility for a 2 year extension.</p> <p>The contract is monitored quarterly by the Children and Young People Joint Commissioning Unit and is fully funded through Clinical Commissioning Group (CCG) funding which is then recharged to West Sussex County Council.</p> <p>Blended Counselling is a key component of West Sussex's Emotional Wellbeing Offer and throughout 2022-20223 YMCA Downslink will have a lead role in the implementation of the new West Sussex Single Point of Advice (SPOA).</p> <p>The service is currently funded at £462k p.a, and the CCG have agreed ongoing funding for the proposed extension period.</p> <p>The Executive Director Adults and Health is requested to extend the contract with YMCA Downslink to supply Blended Counselling for children aged 11-18 in West Sussex by applying the +2 year extension provision in the contract until 31st October 2023.</p>	
Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	23 February 2022
Month	March 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background Documents (via website)	None
Author	Linda Jones Tel: 033 022 28559
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Extra Care Housing Award of Contracts

Extra care housing provides specialist accommodation to adults primarily over the age of 55 years who require adapted properties and have eligible care and support needs as assessed in line with the Care Act 2014. The schemes provide individual adapted apartments, communal areas, a restaurant and an onsite care team. Extra care housing is enabling residents of West Sussex to remain independent within their communities and provides an alternative option to residential care.

In 2017, Following a key decision by the Cabinet Member for Adults Services, (Report [Ref: ASCH916-17](#)) the Council set up a new dynamic purchasing system (DPS) framework for extra care housing. The DPS allows the Council to approve and add new appropriately qualified care providers to the framework at any time. All providers on the DPS will meet core requirements. When new schemes are developed or there is a need for a change of care provider in an existing scheme, the DPS will be used to source the care provision. In May 2020 (Report [Ref:AH03 20/21](#) and [OKD52 20/21](#)) extended the Dynamic Purchasing System (DPS) to 30 September 2025. The Official Journal of the European Union (OJEU) notice in relation to the extension states 30 September 2025.

The Cabinet Member for Adults Services delegated the authority for the award of contract and any subsequent awards within the agreed DPS Framework to the Executive Director of Adults and Health.

Following a mini competition under the WSCC Extra Care Dynamic Purchasing System (DPS) for Care and Support in Extra Care Housing, the Executive Director Adults and Health will be asked to award the contract(s) to the successful bidder(s).

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	8 December 2021
Month	April 2022
Consultation/ Representations	Representations can be made via the officer contact by the beginning of the month in which the decision is due.
Background Documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Integrated Community Equipment Service - Re-commissioning and Contract Award

West Sussex County Council (WSSCC) has a contract with NRS Healthcare for the provision of Community Equipment Services. Community equipment (such as beds, chairs, perching stools and mattresses) is widely recognised as a cost-effective method of meeting eligible social care need and evidence suggests it is also effective in preventing, reducing and delaying the need for ongoing care, reducing unplanned admissions and enabling people to remain safe and independent in their own homes.

The existing service expires on 31st March 2023. It is led and managed, via section 75 agreement, between West Sussex County Council and West Sussex CCG on behalf of the health and social care system. The annual cost, currently budgeted between £9-10 million, is split almost equitably between Health and Social Care. All equipment is prescribed by a range of professionals and attributable cost of each piece depends on circumstances, such as the location of the customer and the type of equipment.

It is proposed that full contract re-commissioning is undertaken to incorporate the development of an all age countywide Integrated Community Equipment Service (the principles of which include a pooled budget and single management function with the associated process and financial efficiencies that this provides) and to ensure that with the next competitively tendered contract the optimum model of service delivery can be implemented to achieve customer outcomes and value for money across the West Sussex health and social care system.

It is also proposed that once the tender process is complete under the authority of the Executive Director Adults and Health, the contract will be let on the basis of the most economically advantageous bid.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	8 December 2021
Month	August 2022
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Chris Jones Tel: 0330 022 28249
Contact	Erica Keegan Tel: 033 022 26050

Public Health and Wellbeing

Director of Public Health

Community Advice and Support Service Award of Contract

[Decision report PHW02 21/22](#) agreed the commencement of a procurement of a Community Advice & Support service via an open tender process, from 1st April 2022 for a period of 3+3+1 years; that the County Council leads the tendering process on behalf of our funding partners, the West Sussex District and Borough Councils; and that authority is delegated to the Director of Public Health to award the contract to the successful bidder.

The current demand for this service has grown and is still increasing, at the same time as facing the challenge of losing staff and volunteers to Covid19 isolation requirements. To ensure the Council receives high quality bids from organisations that would be able to mobilise a new county wide contract, with 7 local bases, it has been proposed that the new contract award is put back to 1st September 2022. To support this timeline change, a five month contract extension from, 1st April 2022 to 31st August 2022, has been authorised by the Director of Law and Assurance and the Director of Finance and Support Services at the value of £447,281.

This decision asks the Director of Public Health to award the contract to the successful bidder following the tendering process.

Decision by	Alison Challenger - Director of Public Health
Date added	15 February 2022
Month	August 2022
Consultation/ Representations	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.
Background Documents (via website)	None
Author	Nikki Lewis Tel: 0330 022 26067
Contact	Erica Keegan Tel: 033 022 26050