



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 restrictions, 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 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 Helena Cox on 033 022 22533, email helena.cox@westsussex.gov.uk.

Published: 11 June 2021

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Executive Director Adults and Health	Supported Living Services (Adults with Lifelong Disability, Autism, Mental Health) Contracts Award	June 2021
Cabinet Member for Adults Services	Highwood Mill Extra Care Scheme Procurement	June 2021
Cabinet	Residential based in-house services, Marjory Cobby House, Selsey	July 2021
Cabinet	Shaw Healthcare Day Services Review	November 2021
Executive Director Adults and Health	Highwood Mill Extra Care Scheme Award of Contract	November 2021

Adults Services

Executive Director Adults and Health

Supported Living Services (Adults with Lifelong Disability, Autism, Mental Health) Contracts Award

In August 2020 the decision [Report ref: AH08 \(20/21\)](#) was made to commence a procurement to commission supported living services. The decision included delegation of the authority to award contracts to the Interim Executive Director Adults and Health now the Executive Director of Adults and Health (DASS).

The proposal included commissioning services which would lead to a reduced number of people in hospital, residential beds and placed out of county; increased number of people in settled and 'most suitable' accommodation; and to avoid disruption for existing supported living customers.

The procurement has been delayed because of the pandemic, and a decision [Report ref: OKD42 20/21](#) was subsequently taken in November 2020 to extend the current contract arrangements for 4 months until 31st July 2021 and revise the procurement timetable with anticipated commencement for the new commissioning arrangements from 1st August 2021.

In accordance with both decisions, the procurement has been undertaken and the Executive Director of Adults and Health will be asked to award the contracts to successful bidders in July 2021 prior to the commencement on 1st August 2021 of the new commissioned Framework Agreement for the provision of Supported Living Services (Mental Health, Autism or a Lifelong Disability).

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	23 April 2021
Month	June 2021
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	Lisa Loveman Tel: 033 022 23430
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults Services

Highwood Mill Extra Care Scheme Procurement

Highwood Mill is an Extra Care Housing Scheme in Horsham which opened in 2016. This is currently the largest extra care scheme in West Sussex that Adult Social Care can nominate to. It has a mix tenure of 70 affordable rented properties as well as 35 privately owned apartments, of which Adult Social Care on behalf of Horsham District Council has nomination rights to 50 units. The care and support within the extra care scheme was originally procured by the landlord, Saxon Weald Housing Association, and the current contract is due to end January 2022.

Saxon Weald Housing Association originally developed the extra care scheme using their own investment and so procured the care contract for the social care support provided within it. Saxon Weald have asked if West Sussex County Council can take over the procurement of the care contract and future contract management at Highwood Mill for two reasons:

- To develop the service in line with the other commissioned care contracts they hold within West Sussex.
- To ensure consistent and successful contract management of the onsite provider

A cost benefit analysis has been undertaken resulting in recommendation that West Sussex County Council take on the ongoing contract management of the scheme to bring it in line with other extra care schemes and allowing access to the existing care and support framework applied in extra care.

The Cabinet Member for Adults Services will be asked to approve;

- (1) the commencement of a procurement of the Care Contract within Highwood Mill Extra Care Scheme, to commence in June 2021 within the current Dynamic Purchasing System (DPS) Framework; and
- (2) delegated authority for the award of contract and any subsequent awards, within the agreed DPS Framework, to the Executive Director of Adults and Health. The care contract will commence in January 2022.

Decision by	Cllr A Jupp - Cabinet Member for Adults Services
Date added	26 March 2021
Month	June 2021
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	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050

Cabinet

Residential based in-house services, Marjory Cobby House, Selsey

In 2018 the 'Choices for the Future' transformation programme for inhouse services was approved by the Cabinet Member for Adults and Health. Within the programme there was a commitment to review the in-house residential services.

Marjory Cobby House in Selsey is an in house residential resource centre, providing Discharge to Assess with Reablement beds and interim beds primarily for people coming out of hospital and in particular St Richards hospital in Chichester.

The demand for residential Discharge to Assess beds has been and is likely to further be impacted by the increase of capacity to support people on a 'Home First' pathway, the commissioning of alternative models of care during the pandemic and the increase in provision of the Community Reablement Service. Supporting people in their own home and maximising opportunities for independence remains the priority as outlined in the Adult Social Care vision and strategy.

Proposed Savings were presented to the Health and Adults Social Care Scrutiny Committee on the 13th January 2021 and then at Cabinet on the 22nd January 2021, which included £640k in savings related to in house services and identifying in particular Marjory Cobby House. At the scrutiny committee it was identified that this will involve a 12 weeks consultation and an Equalities Impact Assessment which will be presented back to Cabinet once completed. Following this, Cabinet will be asked to take a decision on the future of Marjory Cobby and the provision of residential based in-house services at this setting.

Decision by	CLLr Crow, CLLr N Jupp, CLLr Urquhart, CLLr Hunt, CLLr Russell, CLLr Waight, CLLr A Jupp, CLLr J Dennis, CLLr Lanzer, CLLr Marshall - Cabinet
Date added	1 March 2021
Month	July 2021
Consultation/ Representations	Health and Adult Social Care Scrutiny Committee on 13 January 2021 Full consultation to undertaken prior to decision 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

Cabinet

Shaw Healthcare Day Services Review

Shaw Healthcare Ltd hold a contract with West Sussex County Council to provide 12 Residential Care and Nursing Homes across West Sussex. Six of these services also have a Day Service offer. In May 2018, a Cabinet decision ([Report Ref: AH2 2018/19](#)) was taken which confirmed a three phased approach to making investment in the Shaw Healthcare Ltd contract, the third phase being the review of day services. In November 2020, as part of the Council's savings plans, the intention was confirmed to extend the review to assess whether all of the day services are required, whether they provide best use of public money and if not, what should change in order to deliver better outcomes for people. ([Report Ref: CAB 11 20/21](#))

As part of the review of this provision, the County Council will now undertake a 6-week public consultation on the future of the services, with consideration of the outcomes of the review to date and the identification of savings. The process of consultation will be completed by the end of July 2021. The outcomes of the review, responses from the consultation and considerations of the Equalities Impact Assessment will then be presented to Cabinet to inform the decision on the future of the day service offer within the Shaw Healthcare Ltd services.

Decision by	CLlr A Jupp, CLlr Russell, CLlr J Dennis, CLlr Hunt, CLlr Lanzer, CLlr Marshall, CLlr Crow, CLlr Urquhart, CLlr Waight, CLlr N Jupp - Cabinet
Date added	10 June 2021
Month	November 2021
Consultation/ Representations	<p>Pre-engagement of customers and carers of services potentially affected.</p> <p>Full consultation to be undertaken prior to decision</p> <p>Health and Adult Social Care Scrutiny Committee to consider the outcome of the consultation.</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

Highwood Mill Extra Care Scheme Award of Contract

Highwood Mill is an Extra Care Housing Scheme in Horsham which opened in 2016. This is currently the largest extra care scheme in West Sussex that Adult Social Care can nominate to. It has a mix tenure of 70 affordable rented properties as well as 35 privately owned apartments, of which Adult Social Care on behalf of Horsham District Council has nomination rights to 50 units. The care and support within the extra care scheme was originally procured by the landlord, Saxon Weald Housing Association, and the current contract is due to end January 2022.

Following the Procurement of the Care Contract within Highwood Mill Extra Care Scheme, within the council's current Dynamic Purchasing System (DPS) Framework, the Executive Director Adults and Health will be asked to award the contract to the successful bidder.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	26 March 2021
Month	November 2021
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	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050