



# 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](mailto: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:

<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>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).

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## Forward Plan Summary

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

<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
Cabinet Member for Adults Services	Health and Social Care Seasonal Pressures 2021-2022	September 2021
Executive Director Adults and Health	Winter Commissioning 2021-2022 Award of Contract(s)	October 2021
Cabinet	Residential based in-house services, Marjorie Cobby House, Selsey	November 2021
Cabinet	Shaw Healthcare Day Services Review	November 2021
Executive Director Adults and Health	Highwood Mill Extra Care Scheme Award of Contract	January 2022
Cabinet Member for Public Health and Wellbeing	Endorsement of Future arrangements for the West Sussex Wellbeing Programme	September 2021
Cabinet Member for Public Health and Wellbeing	Contract arrangements for Community Advice & Support	November 2021
Director of Finance and Support Services	Award of Contract(s) Information Technology Services	September 2021

# Adults Services

## Cabinet Member for Adults Services

### Health and Social Care Seasonal Pressures 2021-2022

The Council is developing plans to respond to seasonal pressures for the period between October 2021 and March 2022 in consultation and partnership with our NHS partners. The seasonal pressure plan will potentially include 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 face increased pressures during this period, particularly in the winter months that place increased demands on services. This year this is likely to be 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.

The Cabinet Member for Adults and Health will be asked to approve the plan for seasonal pressures, approve the procurement of additional care provision, and delegate the authority for award of contracts to the Executive Director of Adults and Health.

<b>Decision by</b>	Cllr A Jupp - Cabinet Member for Adults Services
<b>Date added</b>	30 July 2021
<b>Month</b>	September 2021
<b>Consultation/ Representations</b>	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>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Executive Director Adults and Health

### Winter Commissioning 2021-2022 Award of Contract(s)

The Council is developing plans to respond to seasonal pressures for the period between October 2021 and March 2022 in consultation and partnership with our NHS partners. The seasonal pressure plan will potentially include 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 face increased pressures during this period, particularly in the winter months that place increased demands on services. This year this is likely to be 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.

Following the decision made by the Cabinet Member for Adult Services on the agreement of the Health and Social Care Seasonal Pressures Plan 2021/22 and commencement of procurement, the Executive Director, Adults and Health will be asked to approve the award of contract(s).

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	30 July 2021
<b>Month</b>	October 2021
<b>Consultation/ Representations</b>	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>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Cabinet

### Residential based in-house services, Marjorie 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.

Marjorie 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 13<sup>th</sup> January 2021 and then at Cabinet on the 22<sup>nd</sup> January 2021, which included £640k in savings related to in house services and identifying in particular Marjorie Cobby House. At the scrutiny committee it was identified that this will involve a 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 Marjorie Cobby and the provision of residential based in-house services at this setting.

<b>Decision by</b>	Cllr Crow, Cllr N Jupp, Cllr Lanzer, Cllr Hunt, Cllr J Dennis, Cllr Waight, Cllr Marshall, Cllr Urquhart, Cllr Russell, Cllr A Jupp - Cabinet
<b>Date added</b>	1 March 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	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
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	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.

<b>Decision by</b>	Cllr Crow, Cllr Hunt, Cllr J Dennis, Cllr Waight, Cllr Russell, Cllr Marshall, Cllr A Jupp, Cllr Urquhart, Cllr Lanzer, Cllr N Jupp - Cabinet
<b>Date added</b>	10 June 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<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>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	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.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	26 March 2021
<b>Month</b>	January 2022
<b>Consultation/ Representations</b>	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>Author</b>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# Public Health and Wellbeing

## Cabinet Member for Public Health and Wellbeing

<b>Endorsement of Future arrangements for the West Sussex Wellbeing Programme</b>	
<p>In October 2018, the Cabinet Member for Adults and Health in accordance with Key Decision Report Ref: <a href="#">AH9 (18/19)</a> agreed the endorsement of future arrangements for the West Sussex Wellbeing programme in order to establish the current agreement from 1st April 2019.</p> <p>The West Sussex Wellbeing Programme is a partnership between West Sussex County Council and the seven district and borough councils to improve the health and wellbeing of the population and reduce health inequalities. The provision of a Wellbeing service delivers a prevention programme focusing on modifiable lifestyle risk factors and the wider role that District and Borough councils play in shaping the wider determinants of health, including housing, planning, leisure and green space, environmental health and economic development. The programme is in the final year of its current three year agreement.</p> <p>The Cabinet Member for Public Health and Wellbeing is asked to endorse the new agreements for West Sussex Wellbeing, the adult health and prevention partnership programme between West Sussex County Council and the seven District and Borough Councils. The new agreements will be effective from 1st April 2022.</p>	
<b>Decision by</b>	Cllr Lanzer - Cabinet Member for Public Health and Wellbeing
<b>Date added</b>	22 July 2021
<b>Month</b>	September 2021
<b>Consultation/ Representations</b>	Internal Consultation: Councillor Amanda Jupp, Cabinet Member for Adults Services  Representations concerning this proposed decision can be made to the Cabinet Member 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)	West Sussex Wellbeing Site
<b>Author</b>	Tamsin Cornwall Tel: 033 022 28709
<b>Contact</b>	Erica Keegan Tel: 033 0226050



## Cabinet Member for Public Health and Wellbeing

### Contract arrangements for Community Advice & Support

The Cabinet Member for Public Health and Wellbeing is asked to agree to the commencement of a procurement process starting in November 2021 to secure a contract relating to the provision of Community Advice & Support services in West Sussex from April 2022.

The County Council will procure a new service in partnership with, and at the request of, District & Borough partner-funders. Funding will be provided by all partners as per the contract specification with invoicing arrangements made with each individual local office.

The proposal is for the contract to run for a period of up to seven years (3+3+1 years). The total value of these contracts is approximately £1.1 million per annum.

The Cabinet Member for Public Health and Wellbeing is asked to agree to the commencement of a procurement process starting in November 2021 to secure a contract relating to the provision of Community Advice & Support services from April 2022 for a period of 3+3+1 years and to delegate the awarding of the contract and decisions about future extension of these contracts to the Executive Director Adults and Health.

<b>Decision by</b>	Cllr Lanzer - Cabinet Member for Public Health and Wellbeing
<b>Date added</b>	19 August 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	Consultation with District and Borough Councils.  Representations concerning this proposed decision can be made to the Cabinet Member for Public Health and Wellbeing, 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>Author</b>	Seth Gottesman Tel: 033 022 28706
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# Support Services and Economic Development

## Director of Finance and Support Services

### Award of Contract(s) Information Technology Services

In December 2020 the Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR04\_20-21, to insource and recommission, through new contracts, the services currently provided by Capita through the Information Technology outsource contract.

The Cabinet Member delegated authority to the Director of Finance and Support Services to progress the programme and commence procurement of the Service Desk and End User Compute Services, Networks, Telephony, Cloud Hosting and Infrastructure and Application Management Services. In accordance with the decision a procurement exercise is being undertaken.

The Director of Finance and Support Services will be asked to award the contract(s) to the successful bidder(s) from June 2021 with initial service transitions to commence in July 2021 and further decisions on the remaining services to follow.

<b>Decision by</b>	Katharine Eberhart - Director of Finance and Support Services
<b>Date added</b>	14 April 2021
<b>Month</b>	September 2021
<b>Consultation/ Representations</b>	External Consultants SOCITM; Director Law and Assurance  Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Stewart Laird Tel: 033022 25310
<b>Contact</b>	Suzannah Hill Tel: 0330 222 2551