

## 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).

**Published: 1 November 2021**

## 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	Residential based in-house services, Marjorie Cobby House, Selsey	November 2021
Cabinet	Shaw Healthcare Day Services Review	November 2021
Executive Director Adults and Health	Day Services (Adults with Learning Disabilities) Contracts Extension	November 2021
Executive Director Adults and Health	Winter Commissioning 2021-2022 Award of Contract(s)	November 2021
Cabinet Member for Adults Services	Grant Funding - Statutory Duty, Domestic Abuse Act 2021	December 2021
Executive Director Adults and Health	Food Supply and delivery of Meals on Wheels	March 2022
Cabinet Member for Public Health and Wellbeing	Contract arrangements for Community Advice & Support	November 2021

# Adults Services

## Cabinet

<b>Residential based in-house services, Marjorie Cobby House, Selsey</b>	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<b>Decision by</b>	Cllr Urquhart, Cllr Crow, Cllr N Jupp, Cllr A Jupp, Cllr Waight, Cllr Lanzer, Cllr Marshall, Cllr J Dennis, Cllr Russell, Cllr Hunt - Cabinet
<b>Date added</b>	1 March 2021
<b>Month</b>	November 2021
<b>Consultation/ Representations</b>	<p>Health and Adult Social Care Scrutiny Committee on 13 January 2021</p> <p>Full consultation to undertaken prior to decision</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

## 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 Lanzer, CLlr Urquhart, CLlr Marshall, CLlr Russell, CLlr J Dennis, CLlr Hunt, CLlr Waight, CLlr A Jupp, CLlr Crow, 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. Full consultation to be undertaken prior to decision 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

### Day Services (Adults with Learning Disabilities) Contracts Extension

Learning disability day services are delivered through contracts with 8 independent organisations as well as the Councils in-house day services.

These services meet customers social care needs as defined under the Care Act 2014 by promoting independent living and wellbeing by providing a range of functions:

- Support to those that struggle to access their community independently and for those with complex physical needs - personal and/or practical care at the day centre;
- Training and skills development to support independence;
- Work based training;
- Coordination of social and recreational activities;
- Provision of a meeting place to build relationships beyond those with carers and staff, thus reducing social isolation and loneliness;
- Supported stimulating activities for people with profound multiple disabilities; and
- Carers respite.

The contracts with the independent providers were let on a 5-year term, commencing 1st April 2015, and extended for 2 years to March 2022.

In addition, service contracts to recruit volunteers to support people with a learning disability to access mainstream community services (Gig Buddies) and volunteering (Work Aid) that need to be aligned with a future day opportunities model, are also due to expire in March 2022. The Workaid contract was originally let on a 5 year term commencing 1st April 2014, and extended for 3 years (1 + 1 + 1) to March 2022. The Gig Buddies contract was let from single tender in October 2018 following a period of funding via the LD small grants programme and extended year on year to March 2022.

The procurement timetable for provision after March 2022 has been impacted by the Covid-19 pandemic, particularly for the Provider Market, where the Council acknowledges additional challenges because of responding to the ongoing emergency. The proposed model for day opportunities will need to be informed by the Adults' Services strategy that is currently in development with an expected completion date in January 2022.

To allow sufficient time to codesign a detailed model and sourcing approach and implement this, it is recommended that the County Council extends for a further 21 months until 31 December 2023 under the existing contractual terms. A revised timetable will allow the County Council and its health partners to explore future delivery models, including the potential to move away from building based services to provision which is focussed on progression, independence and forges community-based relationships with local people, activities, opportunities and employers.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	13 October 2021
<b>Month</b>	November 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</b>	None

<b>Documents</b> (via website)	
<b>Author</b>	Alison Nuttall Tel: 033 022 25936
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Executive Director Adults and Health**

<b>Winter Commissioning 2021-2022 Award of Contract(s)</b>	
<p>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.</p> <p>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.</p> <p>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).</p>	
<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	30 July 2021
<b>Month</b>	November 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 Member for Adults Services

### Grant Funding - Statutory Duty, Domestic Abuse Act 2021

The [Domestic Abuse Act 2021](#) became law on 29 April 2021 and is designed to strengthen protections for victims and survivors of domestic abuse through the criminal justice system and via support services. The Act includes a statutory definition of domestic abuse, emphasising that domestic abuse is not just physical violence, but can also be emotional, coercive or controlling, and includes economic abuse. As part of this definition, children will be explicitly recognised as victims in their own right.

The Act places a duty on Local Authorities in England to:

- provide support to victims of domestic abuse and their children in refuges and other safe accommodation;
- provide all eligible homeless victims of domestic abuse with an automatic 'priority need' for homelessness assistance;
- ensure that when Local Authorities rehouse victims of domestic abuse, they do not lose a secure lifetime or assured tenancy;
- provide all eligible homeless victims of domestic abuse with an automatic 'priority need' for settled housing under the homelessness legislation.

Local Authorities are required to conduct a needs assessment to fully understand their requirements relating to the new duty which is required to be submitted in October 2021. West Sussex County Council has undertaken this needs assessment in conjunction with relevant local partners and has received one off funding in the region of £1.4m from Ministry of Housing, Communities & Local Government to respond to the results of the required needs assessment.

The new legislation requires the formation of a Partnership Board, if not already set up, to advise Local Authorities on how to meet their responsibilities against the new duty. West Sussex County Council will continue to use the existing West Sussex Domestic and Sexual Violence and Abuse Steering group to review progress and activity against our local action plan. In addition, a shared action plan is being developed to deliver the Pan-Sussex Strategic Framework which will incorporate the local West Sussex and East Sussex action plans. The Sussex Partnership Board will oversee the elements of the action plan that are consistent pan-Sussex

This decision will ask the Cabinet Member for Adult Services to agree the final policy and delegate authority to the Director of Communities to approve appropriate allocations from the £1.4m of Ministry of Housing, Communities & Local Government funding in line with The Sussex Partnership Board's assessment of the needs of all victims in the local area and within the terms of the government's grant conditions.

<b>Decision by</b>	Cllr A Jupp - Cabinet Member for Adults Services
<b>Date added</b>	15 September 2021
<b>Month</b>	December 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.  Consultation with District and Borough Councils in West Sussex, Police & Crime Commissioner and East Sussex County Council.
<b>Background</b>	Safer West Sussex Partnership Briefing Domestic Abuse Act 2021

<b>Documents</b> (via website)	
<b>Author</b>	Jim Bartlett Tel: Mobile: 07548 125813
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Executive Director Adults and Health**

<b>Food Supply and delivery of Meals on Wheels</b>	
<p>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).</p> <p>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.</p> <p>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.</p> <p>The service currently runs on a cost neutral basis to the Council and the procurement and subsequent award will replicate this model.</p> <p>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.</p>	
<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	13 October 2021
<b>Month</b>	March 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>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# Public Health and Wellbeing

## 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