



# 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>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: 22 December 2022**

# Adults Services

## Director of Adults and Health

### Housing Related Support Contract Extensions and Reprocurement Home Services

The Director of Adults and Health will be asked to consider the extension of five Housing Related Support contracts from 01 April 2023 – 31 March 2025. The initial term of these contracts ends on 31 March 2023 and the contracts allow for an extension for a further two years.

A sixth service – in Mid Sussex – will be subject to a competitive tender as the existing provider has indicated that they no longer wish to provide the service post 31 March 2023. The new contract will be for an initial term of two years with the option to extend for a further two years.

All six services are co-funded 50/50 with the Council's partners in the District and Borough Councils and are called 'Pathways Home' in all areas. The contracted services provide Housing Related Support to vulnerable working age adults in a variety of accommodation settings.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	27 October 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	Stakeholder meetings held with Housing Needs/Options Managers at the District and Borough Councils. Consultation with providers also carried out.  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>	Sarah L Leppard Tel: 0330 022 23774
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Cabinet Member for Adults Services

### Recommissioning of Hospital Discharge Care Services (Adults)

The Cabinet Member for Adults Services will be asked to approve a decision regarding the re-commissioning of a range of Hospital Discharge Care (HDC) services for people who are medically ready to be discharged from hospital. These include hospital discharge care services providing support within an individual's own home, and Discharge to Assess with Reablement services based in residential care homes.

The current configuration of home-based HDC has two cohorts of services. One of which will reach the end of its initial three-year period of contractual agreements with the County Council on 31 March 2023, albeit with potential within the contract to extend, and the other will come to the end of the contract arrangements on the same date.

The current configuration of Discharge to Assess with Reablement residential care services will reach the end of its final year of contractual agreements with the County Council on 31 March 2023.

The intention is to work with partners across the health and social care system to ensure there will be sufficient support to continue to facilitate hospital discharge from 01 April 2023 and recommendations will be presented for decision to support this outcome.

<b>Decision by</b>	Cabinet Member for Adults Services (Councillor Amanda Jupp)
<b>Date added</b>	18 October 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	<p>The following are being consulted: frontline staff; customers via survey; soft-market testing and workshops with health and social care partners.</p> <p>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.</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 25060

## Director of Adults and Health

### Short Break Services for Family and Friends Carers (Adults) Award of Contract(s)

A range of short break services for those providing care and support to an adult with frailty/living with dementia are in the process of being recommissioned. The current configuration of services that provide short break services are in the final year of contractual agreement with the County Council. The intention is that provision will re-focus on the different needs of these carers across the county, following a period of lockdowns/pandemic.

Short Break Services for Family and Friends Carers will be part of a range of options that carers will be able to choose from and refer themselves into so as to gain a break. The services will usually be aimed at the 'cared for person' and include:

- Regular activity based sessions away from the home environment e.g. outings or clubs that are based at a venue. Weekday, weekend or evening provision
- One to one support at home and trips out

There may also be other services that involve the carer and cared for enjoying outings/activities together as carers value being out of the house as valuable respite from daily routine.

Following the Cabinet Member for Adult Services decision on the commencement of a procurement process, that will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders, the Director of Adults and Health will be asked to award the contract(s).

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	16 June 2022
<b>Month</b>	January 2023
<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>	Mark Greening Tel: 033 022 23758
<b>Contact</b>	Erica Keegan Tel:033 022 26050

## Director of Adults and Health

### Commissioning and Contract Management for Avila House - Extra Care Housing Scheme

West Sussex County Council are working in Partnership with District & Borough Councils and Registered Housing providers to develop New Extra Care Housing Schemes across West Sussex.

Extra Care Housing provides specialist accommodation to adults who require adapted properties and have been assessed as having eligible needs for care and support. The Schemes provide individual adapted apartments, and an onsite care team. Extra Care Housing is enabling residents of West Sussex to remain independent within their communities and provide an alternative option to Residential Care.

Avila House is an existing building in Worthing that is being converted to provide an extra care scheme for adults who require care, support and suitable housing. Avila House will be the first scheme in the county to accept referrals for adults who meet the criteria age 18 years plus.

Construction at Avila House is due to commence in September 2022 and anticipated to be completed in approximately 1 year. This will enable the first customers to be moving in September 2023.

The Executive Director for Adults will be asked to approve a direct award to Leonard Cheshire to provide the care and support contract at Avila House.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	15 September 2022
<b>Month</b>	February 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<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

## Director of Adults and Health

### Better Care Fund Section 75 Agreement 2022-2023

The Better Care Fund (BCF) is a programme spanning both the NHS and local government which seeks to join-up health and care services, so that people can manage their own health and well-being and live independently in their communities for as long as possible.

The programme is planned and delivered at Health and Wellbeing Board area level across England. For West Sussex, day to day oversight of BCF is within the remit of the Joint Commissioning Strategy Group on behalf of the Health and Wellbeing Board. BCF planning is undertaken on an annual basis, which follows the issuing of national BCF planning guidance from NHS England.

The national BCF programme requires local systems to enter into a joint commitment via an Agreement under Section 75 of the NHS Act. This enables budgets and decision-making authority to be delegated between West Sussex County Council and NHS Sussex Integrated Care Board, to the benefit of the BCF Programme.

Due to national circumstances, BCF planning guidance was again issued very late into the current year. This has resulted in a delay to BCF planning and the drafting of the Section 75 agreement in all areas across England. Following the issuing of annual planning guidance by NHS England in July, the Joint Commissioning Strategy Group has submitted a BCF plan for 2022-23 to NHS England for Approval. The Health and Wellbeing Board will have the formal duty to approve the final plan when it meets on 3<sup>rd</sup> November 2022.

Now that the planning process is completed, a new Section 75 agreement must be entered into, to replace the previous agreement, which incorporates any updates and changes from last year's plan, with the core terms of the agreement remaining consistent. A draft agreement will be presented to the Joint Commissioning Strategy Group in November for ratification before final joint is given. The Director of Adults and Health will be asked to agree the 2022-23 Section 75 agreement on behalf of West Sussex County Council by 31<sup>st</sup> December 2022.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	1 November 2022
<b>Month</b>	February 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents (via website)</b>	None
<b>Author</b>	Chris Clark Tel: 033 022 25305
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# Public Health and Wellbeing

## Cabinet Member for Public Health and Wellbeing

<b>Procurement: Healthy Child Programme</b>	
<p>The Health and Social Care Act 2012 sets out the statutory responsibility for the County Council to deliver and commission public health services for children and young people aged 5-19 years. On 01 October 2015 the Council became responsible for statutory children's public health services, a national programme of pre-school and school age services from health visitors including the Family Nurse Partnership (FNP) and school nurses delivering Public Health outcomes for children and young people 0-19 years of age (25 years of age for young people with special educational needs and disabilities). The current HCP contract will conclude in March 2024.</p> <p>The Cabinet Member for Public Health and Wellbeing will be asked to endorse the procurement of a new contract to deliver the HCP in West Sussex, to commence from April 2024 at a contract value of approximately £10.7m per annum and to delegate to the Director of Public Health the authority to award the contract(s). Further decision reports will be published as appropriate.</p>	
<b>Decision by</b>	Cabinet Member for Public Health and Wellbeing (Councillor Bob Lanzer)
<b>Date added</b>	17 November 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	Market suppliers; Service Users: residents via the Your Voice Engagement Hub  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>	Fiona Mackison Tel: 033 022 27049
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Director of Public Health

### Provision of Public Health Services Contract Extension

The Public Health directorate of the County Council uses Public Health Grant funding to commission services via contracts with general practices and community pharmacies as follows: NHS Health Checks, Smoking Cessation, Long-Acting Reversible Contraception (Contraceptive Implants and Intra-Uterine Contraceptive Devices), Emergency Hormonal Contraception and Alcohol Identification and Brief Advice Services for the population of West Sussex.

Local Authorities are mandated to provide the NHS Health Checks Programme and the provision of contraception is a prescribed service under the conditions of the Public Health Grant. All these services contribute to the improvement public health outcomes and tackle health inequalities.

Cabinet Member decision [AH619/20](#) authorised an extension to the current contract from March 2023 for a further two years. The Director for Public Health will be asked to approve the extension of the current contract to March 2025.

<b>Decision by</b>	Director of Public Health (Alison Challenger)
<b>Date added</b>	23 November 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Author</b>	Kate Bailey Tel: 033 022 28688
<b>Contact</b>	Erica Keegan Tel: 033 022 26050