



# 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>Lead officer (report 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 September 2023**

# Adults Services

## 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 November 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>	September 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>Lead officer (report author)</b>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Procurement Commissioning of Care and Support at Home

Care and support at home services (also known as domiciliary care or home care) are purchased by the county council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the delivery of personal care and support, provided within a person's own home.

The county council currently commissions the majority of these services from a framework agreement which commenced in 2015. This will come to an end at the latest by March 2024. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the county council purchases services from the wider market through a legacy contractual agreement and a more recent contingency contract.

The commissioning of these services is currently being reviewed with proposals being developed for new arrangements and contractual agreements. These will enable the achievement of our strategic aim to support people to live independent and fulfilled lives and also to reduce the need for long term residential services as part of the ambitions set out in the [Adult social care strategy 2022-25](#). New arrangements will seek to ensure there is capacity across West Sussex to meet the needs of those with care and support needs and supports a sustainable care and support at home provider market in West Sussex. The expected value of the annual spend on domiciliary care for the life of these new arrangements is approximately £35 million, potentially rising to £40 million over the life of the contract depending on inflationary and demographic pressures.

Following the review, the Cabinet Member for Adults Services will be asked to approve the commencement of a procurement process to source the future care and support at home services and delegate authority for contract award to the Director of Adults and Health.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	11 April 2023
<b>Month</b>	September 2023
<b>Consultation/ Representations</b>	A consultation plan and Equalities Impact Assessment is in development. Details will be included in the decision report.  Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Provision of Domestic Abuse Housing Support Services in West Sussex**

The Director of Adults and Health has approved the procurement of Domestic Abuse Housing Support Services in West Sussex. The new contract is to be in place by 1<sup>st</sup> August 2023. The initial term of the new contract will be for two years with the option to extend for up to a further two years. The contract value has been set at £450k per year from funding supplied by the Domestic Abuse Act additional burdens for safe accommodation support, provided through the government's Department for Levelling Up, Housing and Communities.

The contracted services will provide support and accommodation to those fleeing Domestic Abuse in West Sussex. The accommodation will be provided in dispersed units rather than in traditional refuge style and will be accessible to a much wider range of customers, such as those with older male children, women with additional needs such as mental or physical health issues, larger families and men experiencing domestic abuse.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	3 March 2023
<b>Month</b>	September 2023
<b>Consultation/ Representations</b>	Stakeholder consultation and Market Engagement event held.  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>Lead officer (report author)</b>	Sarah L Leppard Tel: 0330 022 23774
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Hospital Discharge Care Services (Adults)

The Director of Adults and Health will be asked for a decision on the commissioning of Hospital Discharge social care initiatives to support people who are medically ready to be discharged from hospital and require the support of ongoing health and social care services.

The NHS Sussex Integrated Care System (ICS) is a partnership that brings together NHS organisations and local authorities, including West Sussex County Council, to plan services across geographical areas. The County Council, working together with the Integrated Care Board and as part of the ICS has developed a plan for the commissioning of hospital discharge care which would utilise ICB and County Council discharge funding to commission the services required to support people's discharge from hospital.

A decision will be required to confirm the proposed process for commissioning the provision, considering the existing contractual arrangements for hospital discharge services and demand for additionality to support the system at pressured periods.

The intention is to ensure there will be sufficient services in place over the next eighteen months to continue facilitating individuals' discharge from hospitals in a time-efficient way and to support people to return home where possible in line with our strategic objectives and intentions. The plan will also support the partnership working between the County Council and its health partners across the NHS.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	30 June 2023
<b>Month</b>	September 2023
<b>Consultation/ Representations</b>	Extensive stakeholder consultation, including interviews with frontline staff, customer surveys, soft-market testing, and workshops.  Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Community Reablement Service Contract Extension

West Sussex County Council has a contract with Essex Cares Limited (ECL) for the provision of Community Reablement Services. Reablement is the term to describe services to support residents following a change in ability, most likely due to a medical condition or episode. A Community Reablement Service is essential to prevent people requiring longer term support, enabling people to retain/regain independence and remain at home.

The existing service expires on 30<sup>th</sup> November 2023. It is intended that a single tender waiver be agreed for ECL to continue to provide the Community Reablement Service for a further 16 months (until 31<sup>st</sup> March 2025). This is to allow the additional time required for the optimum decision to be made on the commissioning strategy for this category of services. This is related to the complexity of the work that is currently being undertaken through the Integrated Intermediate Care Programme, which has the potential to optimise budgets and maximise use of collective health and social care resources to reduce duplication and unnecessary delays to care and support related to this category of services.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	30 June 2023
<b>Month</b>	September 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>Lead officer (report author)</b>	Chris Jones Tel: 0330 022 28249
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Community Based Social Support and Day Services Contract Arrangements

Promoting the independence of adults with support needs through preventative and early intervention is a key driver of the adult social care strategy to support more people to stay in their own homes, find employment, explore community solutions as well as offering day service opportunities.

key decision [AH02 19/20](#) approved the procurement of Community Based Social Support Services and delegated authority to the Director of Adults and Health to agree to future extensions of the contract up to a maximum contract period. The contract began on 1<sup>st</sup> April 2020, to run for an initial three years until 31<sup>st</sup> March 2023, with the option to extend for a further 4 years, to a maximum of 7 years until 31<sup>st</sup> March 2027.

The contract awarded was divided into 2 Lots (Independent Living and Supported Employment) with each Lot awarded independently of each other. Both Lots were awarded to The Aldingbourne Trust.

The Director of Adults and Health will be asked to approve to extend both Lot 1 and Lot 2 contracts for a further six months of the up to 4-year extension provision allowed for in the contract to 30<sup>th</sup> June 2024.

Learning disability day services are delivered through contracts with 9 independent organisations. The Director of Adults and Health is also asked to direct award the learning disability day service and volunteering contracts from 31<sup>st</sup> December 2023 to 30<sup>th</sup> June 2024 at a reduced value, negotiated directly with providers, based on current in year performance against contracted capacity and attendance.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	2 August 2023
<b>Month</b>	September 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>Lead officer (report author)</b>	Lucie Venables
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Carer Information, Advice Assessment and Support Service Procurement**

The Cabinet Member for Adults Services will be asked to agree that a tender process be commenced to commission a new service for the Carer Information, Advice, Assessment and Support Service, to begin on 1<sup>st</sup> April 2024. The current contract with the County Council is in the final year. The intention is that provision will re-focus on the growing carer population and the different needs of these carers across the county. The procurement will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

**Decision by** Cabinet Member for Adults Services (Cllr Amanda Jupp)

**Date added** 28 March 2023

**Month** September 2023

**Consultation/ Representations** Extensive carer consultation has taken place in recent years to inform the Joint Carer Strategy and the recent re-let of Carer Short Break Contracts. In addition, carer engagement will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process. Other stakeholders will be consulted e.g., all members of the Carers Strategic Partnership Group.

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

**Lead officer (report author)** Mark Greening Tel: 033 022 23758

**Contact** Erica Keegan Tel: 033 022 26050



### **Award of Contracts for Hospital Discharge Care Services (Adults)**

The NHS Sussex Integrated Care System (ICS) is a partnership that brings together NHS organisations and local authorities, including West Sussex County Council, to plan services across geographical areas. The County Council, working together with the Integrated Care Board (ICB) and as part of the ICS has developed a plan for the commissioning of hospital discharge care to commission services which will support people who are medically ready to be discharged from hospital and requiring the support of ongoing health and social care services. The plan includes the commissioning of contracts for additional hospital discharge focused social care services which will be funded by the ICB.

As part of a separate decision process approval is being sought to procure provision to ensure there will be sufficient services in place over the next eighteen months to continue facilitating individuals' discharge from hospitals in a time-efficient way and to support people to return home where possible.

Following conclusion of the procurement process the Director of Adults and Health will be asked to approve the award of contracts to the successful providers.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	1 September 2023
<b>Month</b>	October 2023
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made via the officer contact.
<b>Background documents</b> (via website)	None
<b>Lead officer (report author)</b>	Edward Armstrong Tel: 033 022 27653
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Award of Contract Carer Information, Advice Assessment and Support Service**

The current Carer Information, Advice, Assessment and Support Service contract with the County Council is in its final year. The intention is that provision will re-focus on the growing carer population and the different needs of these carers across the county.

Following the decision taken to commence a procurement of the Carer Information, Advice, Assessment and Support Service by the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to award the contract to the successful bidder that meets the principles of good outcomes, quality of service, value for money and additional social capital. The new contract will begin on 1<sup>st</sup> April 2024.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	28 March 2023
<b>Month</b>	December 2023
<b>Consultation/ Representations</b>	<p>Extensive carer consultation has taken place in recent years to inform the Joint Carer Strategy and the recent re-let of Carer Short Break Contracts. In addition, carer engagement will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process. Other stakeholders will be consulted e.g., all members of the Carers Strategic Partnership Group.</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 (via website)</b>	None
<b>Lead officer (report author)</b>	Mark Greening Tel: 033 022 23758
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Award of Contract Care and Support at Home Services

Care and support at home services (also known as domiciliary care or home care) are purchased by the county council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the delivery of personal care and support, provided within a person's own home.

The county council currently commissions the majority of these services from a framework agreement which commenced in 2015. This will come to an end at the latest by March 2024. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the county council purchases services from the wider market through a legacy contractual agreement and a more recent contingency contract.

Following the review of the commissioning of these services proposals will be developed for new arrangements and contractual agreements. New arrangements will seek to ensure there is capacity across West Sussex to meet the needs of those with care and support needs and supports a sustainable care and support at home provider market in West Sussex. The expected value of the annual spend on domiciliary care for the life of these new arrangements is approximately £35 million, potentially rising to £40 million over the life of the contract depending on inflationary and demographic pressures.

Following the commencement and completion of a procurement process, as approved by the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to agree contract award.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	11 April 2023
<b>Month</b>	March 2024
<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>Lead officer (report author)</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Public Health and Wellbeing

None.