



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:

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.
Lead officer (report 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 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.

Published: 2 February 2024

Adults Services

Adult Social Care Reablement in a Residential Setting

Reablement bed-based services are currently provided within four residential care services across the county. The services provide care, support and reablement for people being discharged from hospital who are not initially able to return home. Through the provision of occupational therapy support and support from the residential service to work towards reablement goals and relearn skills customers can have an opportunity to work towards moving home where possible after their stay in the service.

In March 2023 three of the current contracts were directly awarded [OKD59 22/23](#) for a one-year period which will cease on 31 March 2024. The Council is reviewing these services to consider the future for the service provision, considering customer outcomes, and financial and non-financial benefits. Upon completion of the review the Cabinet Member for Adults Services will be asked for a decision regarding future commissioning.

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	15 November 2023
Month	February 2024
Consultation/ Representations	Internal consultation with the Adults and Health Strategic Finance and Commissioning Board and West Sussex County Council Commercial Panel. Representations on this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Contract Arrangements Nursing Dementia Residential Care Beds

In April 2022 A decision ([OKD03 22/23](#)) was taken to award a block contract for 11 dementia nursing beds at Aster Grove in Littlehampton, to meet increasing demand for suitable dementia nursing care and accommodation at a sustainable rate.

The contract is currently being reviewed with proposals being developed for new contractual agreements which will enable the achievement of the Council's strategic aim to support people to live safe and fulfilled lives, as part of the ambitions set out in the [Adult Social Care Strategy 2022 - 2025](#). Analysis and planning will consider the need for residential services providing nursing dementia care within the southern part of West Sussex and potentially to other geographical areas.

Following the completion of the review, the Director of Adults and Health will be asked to approve the new contractual agreement to source residential based dementia nursing care.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	5 December 2023
Month	February 2024
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Annual Review of Fees paid to independent providers of Adult Social Care

Rates and fees paid to independent providers of adult social care provision in the community and in accommodation based services are subject to annual review. The review will consider usual maximum rates for care homes and care homes with nursing; individually agreed rates paid to care homes and care homes with nursing and rates for supported living, shared lives; extra care and other community-based services.

Decisions on fees to be paid in the financial year 2024-25 will take account of a range of information, including but not limited to; recent decisions on National Living Wage, the current market position, the need and demand for services, the Council's strategic priorities, financial challenges for providers of care and support services and the financial position for the Council and the adult social care budget. During 2023 commissioners have engaged with representatives of the adult social care market to reflect feedback on both the challenges for the market and in the fees review process and in preparation for the review of fees.

The Director of Adults and Health will be asked to agree the fees and rates paid for commissioned services related to the adult social care and health portfolio for 2024-25.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	12 January 2024
Month	February 2024
Consultation/ Representations	<p>Consultation has been held with representatives from the Adult Social Care Market through a Fees subgroup throughout 2023/24 and through a provider forum. Consultation has commenced with the NHS Integrated Care Board.</p> <p>Representations, concerning this proposed decision, can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748

Contact	Erica Keegan Tel: 033 022 26050
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Award of Contract Care and Support at Home Services
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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.

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

Deprivation of Liberty Safeguards Assessments (DoLS)

Deprivation of Liberty Safeguards Assessments (DoLS) is the legal framework that protects people's human rights if they are deemed to be 'deprived of liberty' in a hospital or care home. To meet high levels of demand for DoLS assessments, West Sussex County Council uses a range of in-house and externally commissioned DoLS assessors. From Autumn 2019 a significant tranche of this work has been carried out by a national provider: Action First Assessments Ltd, via a framework agreement created by Nottinghamshire County Council.

Approval for this arrangement was initially agreed until 31/03/21. The agreement was then extended for a further period until 31/08/22 and then again until 31/03/2024.

Future contracting decisions are being made in the context of legal changes could be implemented in the coming months. These changes will replace DoLS with a new legal framework: the Liberty Protection Safeguards. As yet government have not confirmed an implementation date, however on 5 April 2023 the Department of Health and Social Care announced the implementation of the LPS, the Mental Capacity (Amendment) Act 2019, will be delayed "beyond the life of this Parliament" (therefore likely beyond Autumn 2024).

To deliver business as usual, DoLS workload and manage waiting lists ahead of the legal changes, the Director of Adult Services will be asked to approve a direct contract award for a further 24 months until 31st March 2026. This will ensure continuity of service. A revised timetable will allow the County Council to explore the market, review viability of future delivery models and explore opportunities to enhance the service offer to meet increased customer need.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	13 February 2024
Month	March 2024
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Keegan Tel: 033 022 26050

Extra Care Commissioning

Supporting residents to live healthy and independent lives as they grow older in West Sussex is a key priority in the West Sussex County Council's [Adult Social Care Strategy](#) within the context of [Our Council Plan](#).

Extra Care schemes combine accommodation with care and support services providing an alternative option for people who require care but want to retain their independence through having their own front door. West Sussex County Council (WSSC) commissions the provision of care and support at Monaveen Extra Care scheme in Eastergate.

A care and support provider is required for a multi-year contract from 2024/25 onwards and following a procurement process the Director of Adults and Health will be asked to award a contract to the successful bidder.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	15 February 2024
Month	March 2024
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Chris Jones Tel: 0330 022 28249
Contact	Erica Keegan Tel: 033 022 26050

Contract Award - Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism

West Sussex County Council (WSSC) set up day service contracts in 2015 with independent organisations to provide day services for adults with Learning Disabilities and/or Autism. The current contracts with the County Council are in their final year of and need to be re-tendered. Much has changed since the contracts were set up and Commissioners have reviewed the model of Day, Employment and Volunteering Services and whether this continues to best meet individuals' needs.

The intention is that the outcome will be co-designed, community-based interventions that raise aspiration, encourage independence and healthy active lives. The process will also consider how commissioned services link in to and complement the Council's directly provided services.

Following the approval of a tender process to re-commission new services by the Cabinet Member for Adults Services the Director of Adults and Health will be asked to award the contract (s) to the successful bidder, following the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	9 October 2023
Month	April 2024

Consultation/ Representations	<p>Extensive consultation and engagement have taken place:</p> <ul style="list-style-type: none"> • Service user surveys were carried out on behalf of the Council by Impact Initiatives • Discussion groups were facilitated as part of 3 Learning Disability Partnership Boards • The Young Voices Group was attended • Carer surveys were carried out and carer focus group meetings were attended • Provider and staff surveys were carried out • The Learning Disability Provider forum was attended, and • 10 1:1 meetings with independent day service providers were held • Early engagement notice published 8 August 2023 with feedback requested by 24 August 2023 <p>This consultation, engagement and feedback will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Keegan Tel: 033 022 26050

Public Health and Wellbeing

Healthy Child Programme Procurement

The Health and Social Care Act 2012 sets out the statutory responsibility for the West Sussex County Council to deliver and commission public health services for children and young people aged 5-19 years. On 1st October 2015 the Council became responsible for statutory children's public health services, referred to as the Healthy Child Programme (HCP). This is 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 Healthy Child Programme contract will conclude in March 2025.

The Cabinet Member for Public Health and Wellbeing will be asked to endorse the procurement of a new contract to deliver the Healthy Child Programme in West Sussex and delegate authority to the Director of Public Health to award the contract(s).

Decision by	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
Date added	22 January 2024
Month	March 2024
Consultation/ Representations	<p>Consultation undertaken with families using Healthy Child Programme Services via the Your Voice Engagement Hub during February 2024.</p> <p>Representations regarding this proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Fiona Mackison Tel: 033 022 27049
Contact	Erica Keegan Tel: 033 022 26050

Award of Contract Healthy Child Programme

The Health and Social Care Act 2012 sets out the statutory responsibility for the West Sussex County Council to deliver and commission public health services for children and young people aged 5-19 years. On 1st October 2015 the Council became responsible for statutory children's public health services, referred to as the Healthy Child Programme (HCP). This is 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 2025.

Following a procurement process agreed by the Cabinet Member for Public Health and Wellbeing, the Director of Public Health will be asked to award the contract(s).

Decision by	Director of Public Health (Alison Challenger)
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Date added	26 January 2024
Month	December 2024
Consultation/ Representations	Consultation with families using Healthy Child Programme Services via the Your Voice Engagement Hub during February 2023. Representations on this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Fiona Mackison Tel: 033 022 27049
Contact	Erica Keegan Tel: 022 033 26050