



Forward Plan of Key Decisions

Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website www.westsussex.gov.uk and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

Key decisions are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with 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	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
West Sussex Plan priority	See above for the five priorities contained in the West Sussex Plan
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation/ Representations	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
Background Documents	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

For questions about the Forward Plan contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 1 November 2018

Forward Plan Summary

Summary of all forthcoming executive decisions in West Sussex Plan priority order

Decision Maker	Subject Matter	Date
 Independence in Later Life - None		
 A Council that works for the Community		
Executive Director Children, Adults, Families, Health and Education	Approval of Contract Variations Regarding the Review of Charges for the Care and Support at Home Framework	November 2018
Director of Adult Services	Procurement of a Direct Payment Support Service	November 2018
Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	December 2018

Independence in Later Life

None

A Council that works for the Community

Executive Director Children, Adults, Families, Health and Education

Approval of Contract Variations Regarding the Review of Charges for the Care and Support at Home Framework

The Care and Support at Home Framework for the commissioning of care for people living in their own home, incorporates a mechanism for providers on the framework to submit a request to review charges where there has been an unexpected and exceptional change in market factors or in the circumstances of the Service Provider which has led to a significant change in costs of the Service Provider since its appointment to the Framework.

Since the incorporation of this mechanism within the contract, a number of providers have applied to the Council to increase contracted charges and have evidenced the contractual requirements in relation to the review of charges.

The Executive Director for Children, Adults, Families, Health & Education will be asked to approve the contract variation of charges resulting from the applications from providers under this Framework Agreement.

Decision By	- Executive Director Children, Adults, Families, Health and Education
West Sussex Plan priority	A Council That Works For the Community
Date added to Forward Plan	9 October 2018
Decision Month	November 2018
Consultation/ Representations	Interim Director of Adults Services
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Director of Adult Services

Procurement of a Direct Payment Support Service

The County Council is committed to giving customers choice and control over their support services; one method of enabling this is through Direct Payments, where the customer receives a cash allocation to purchase support to meet their assessed care and support needs. A Direct Payment Support service is required to ensure that people can receive the appropriate advice and support to make the best use of their money, including the employment of a Personal Assistant.

Following Cabinet Member decision, in February 2018, to commence a competitive procurement exercise for a Direct Payment and Personal Budget Support Service and to delegate responsibility to award the contract to the Director of Adult Services (Reference Cabinet Member Decision Report AH6 17.18.) the Director of Adult Services now seeks to award the contract.

A robust open tender procurement process in compliance with West Sussex County Council Standing Orders on Procurement and Contracts has been undertaken. The procurement attracted a good number of competitive bids which have been evaluated robustly on both technical and financial aspects. Prior to commencement of evaluation, it was agreed that the contractor submitting the most economically advantageous tender would be recommended for award of the contract and a successful bidder has been identified.

The Director of Adult Services seeks to award the contract to the successful bidder and to extend the contract, if appropriate, in accordance with the County Council's Standing Orders on Procurement and Contracts, subject to this being affordable within the limits of planned budgets.

Decision By	- Director of Adult Services
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 November 2018
Decision Month	November 2018
Consultation/ Representations	Representations concerning this proposed decision can be made to the Director of Adult Services, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Background to decision AH6 17-18 Report
Author	Liz Merrick Tel: 033 022 23733
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Mortuary Services for West Sussex

The County Council provides mortuary services throughout the county for the bodies of those who die in West Sussex where the death is referred to the Coroner. Current arrangements for this service are due to expire in 2019.

An open procurement process to determine a future model for this provision has been undertaken by the County Council from May 2018. This process includes the option of a new mortuary built by a third party for use by the County Council to meet the service need.

The Cabinet Member will be asked to agree proposals for future mortuary services for West Sussex and if appropriate to delegate authority to the Director of Communities to award a contract to the successful bidder for a design and build project to run from October 2018, subject to the submission of a satisfactory bid.

The contract would need to overlap with the existing contracts to ensure the seamless provision of essential services during the design and any build phase. The existing contracts may be terminated on six months' notice once the progress of a design and build contract is clear and a date for the commencement of the new arrangement is established.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	4 June 2018
Decision Month	December 2018
Consultation/ Representations	<p>There has been market consultation with seven potential suppliers.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health at County Hall, Chichester by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Decision report SSC03 (18/19)
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050