



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: 21 December 2018

Forward Plan Summary

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

Decision Maker	Subject Matter	Date
 A Strong, Safe and Sustainable Place		
Executive Director Children, Adults, Families, Health and Education	Short Break Services for Family and Friends Carers (Adults)	January 2019
Cabinet Member for Adults and Health	Tobacco Control Strategy for West Sussex	January 2019
 Independence in Later Life		
Cabinet Member for Adults and Health	Approval of the Vision and Strategy for Adult Social Care	January 2019
 A Council that works for the Community		
Cabinet Member for Adults and Health	Contract arrangements for Community Advice (Citizens Advice)	January 2019
Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	May 2019

A Strong, Safe and Sustainable Place

Executive Director Children, Adults, Families, Health and Education

Short Break Services for Family and Friends Carers (Adults)

Following Cabinet Member decision, in September 2018, (Reference Cabinet Member Decision Report AH3 18.19) to commence a competitive tender process to commission a range of carer short breaks to begin on 1 April 2019 authority was delegated to the Executive Director, Children, Adults, Families, Health, and Education to approve the award of Preferred Bidder Status to a number of providers. Contracts will be awarded to the bidders submitting the tenders that best meet requirements. Authority has also been delegated to the Executive Director, Children, Adults, Families, Health and Education to agree to future extensions of the contracts up to a maximum of two years. The Executive Director, Children, Adults, Families, Health and Education will be asked to give approval to enter into Post Tender Negotiations which will allow the Authority to seek and secure any further areas that may add value.

A Procurement Process, compliant with West Sussex Standing Orders and European Union Procurement Directives, is currently underway. It is being led by a Procurement Manager from within the Integrated Adults Commissioning Team of West Sussex County Council with advisory, assessment and evaluation input from colleagues from within the Council.

Decision By	- Executive Director Children, Adults, Families, Health and Education
West Sussex Plan priority	A Safe, Strong and Sustainable Place
Date added to Forward Plan	27 November 2018
Decision Month	January 2019
Consultation/ Representations	<p>Extensive stakeholder consultation and engagement including all partners on the Carers Strategic Partnership Group. In addition, Carer Support West Sussex undertook an extensive survey of carers regarding respite experiences to inform the re-commissioning process.</p> <p>Representations concerning this proposed decision can be made to the Executive Director Children, Adults, Families, Health and Education, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Mark Greening Tel: 033 022 23758
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Tobacco Control Strategy for West Sussex

The County Council is proposing to work in partnership with stakeholders to co-produce a West Sussex strategy for tobacco control. This will detail the West Sussex ambition to lead tobacco control actions which will reduce health inequalities and yield economic benefits.

To support this goal, public health in West Sussex will develop a Tobacco Control Strategy including an action plan. This will highlight how each stakeholder can support tobacco control as part of a whole system approach (in line with the public health vision). The plan is intended to cover the period 2019 -2022; a timeframe aligned with the National Tobacco Control Plan. It replaces the previous West Sussex Tobacco Control Operational Plan which came to an end in April 2018. This addressed the local implications of national policy at the time; broadening action from stopping smoking to wider tobacco control. The future strategy will target deprived areas and people with the greatest need based on best population data and evidence of effectiveness. It will take into account changes in context since the previous plan including resources available to stakeholders, the Health and Wellbeing Strategy, future plans for social care and the NHS (such as the NHS long term view) and the Sustainability and Transformation Plan Case for Change. It will be informed by learning from other areas including innovations.

If approved, awareness of the West Sussex Tobacco Control Strategy will be raised on No Smoking Day, 13th March 2019 in an area of the county with a high smoking prevalence.

This work will be co-ordinated and led by Public Health however the action plan will be owned and monitored by all stakeholders including the membership of the Smokefree West Sussex Partnership (SFWSP).

The Cabinet Member for Adults and Health will be asked to endorse the West Sussex Strategy for Tobacco Control.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Safe, Strong and Sustainable place
Date added to Forward Plan	4 December 2018
Decision Month	January 2019
Consultation/ Representations	<p>The Health and Adult Social Care Select Committee and members of the Smokefree West Sussex Partnership.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None

Author	Sue Carmichael Tel: 033 022 28707
Contact	Erica Keegan Tel: 033 022 26050

Independence in Later Life

Cabinet Member for Adults and Health

Approval of the Vision and Strategy for Adult Social Care	
<p>The County Council is proposing to set out a vision and strategy for Adult Social Care that will detail the ambition for West Sussex to continue to be a great place to grow older and an inclusive place for all adults with disabilities, mental health issues and their carers. To support this goal, within the context of an ageing population and a challenging financial position, adult services needs to change. Furthermore adult services needs to make progress on the requirement to achieve integrated services with the NHS. The strategy to deliver the vision is to work at a local level and support individuals to remain outside of services for as long as possible, maximising individual strengths and local assets to support this outcome. Reviewing customer pathways to support these goals, adopting a different approach to commissioning, changing our in-house provider offer and supporting a resilient workforce will all contribute to the delivery of this strategy. However working with partners and stakeholders to co-produce future delivery models and provide jointed up services is also fundamental.</p> <p>The Cabinet Member for Adults and Health will be asked to endorse the vision and strategy for Adult Social Care.</p>	
Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added to Forward Plan	15 November 2018
Decision Month	January 2019
Consultation/ Representations	<p>External - Consultation will commence on the 15th November 2018 and run until the 14th December 2018 via the "have your say" section of the website, accompanied by a survey, this will include an 'easy read' version. Paper copies of these documents will be provided on request by contacting the report author.</p> <p>Notifications about the consultation containing website links will be sent out through all stakeholder networks including: The District and Boroughs, Health Watch, Carers and other Voluntary Sector Organisations. Letters will be sent to key Chief Officers within the local health organisations and District and Boroughs as well as all local MP's.</p> <p>Internal - The vision and strategy will be discussed and shared at Health and Social Care Select Committee (HASC) on the 15th November 2018 and Information with links for staff will be sent out through internal communication channels</p>

	Representations should be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Sarah Farragher Tel: 033 022 28403
Contact	Erica Keegan - 033 022 26050

A Council that works for the Community

Cabinet Member for Adults and Health

Contract arrangements for Community Advice (Citizens Advice)	
<p>The Cabinet Member is asked to agree to the commencement of a procurement process starting in January 2019 to secure a contract relating to the provision of Community Advice (Citizens Advice) services in West Sussex from Spring 2019.</p> <p>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.</p> <p>The proposal is for the contract to run for two years with the possibility of a further one year extension. The funding level has been agreed for the first year of the contract but will be subject to a performance review for year two and for the further one year extension. The total value of these contracts is approximately £1.1 million per annum.</p> <p>The Cabinet Member is asked to agree to the commencement of a procurement process starting in January 2019 to secure a contract relating to the provision of Community Advice (Citizens Advice) services from Spring 2019 for a period of 2+1 years and to delegate the awarding of the contract and decisions about future extension of these contracts to the Executive Director of Children, Adults, Families, Health and Education.</p>	
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	21 December 2018
Decision Month	January 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents	None

(via website)	
Author	Seth Gottesman Tel: 033 022 28706
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Mortuary Services for West Sussex	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
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	May 2019
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