

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 the [West Sussex Plan](#) priorities of:

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet. In accordance with regulations in response to the current public health emergency, Cabinet meetings will be held virtually with councillors in remote attendance. Public access will be via webcasting and the meetings will be 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. [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.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
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.
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 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 Helena Cox on 033 022 22533, email helena.cox@westsussex.gov.uk.

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Forward Plan Summary

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

Decision Maker	Subject Matter	Date
Interim Executive Director Adults and Health	New model of delivery for Community Mental Health social work for adults in West Sussex	November 2020
Interim Executive Director Adults and Health	Supported Living Contracts Extension	November 2020
Interim Executive Director Adults and Health	Extension of contracts for the provision of Specialist Health Services for people with learning disabilities and autism in West Sussex	December 2020
Interim Executive Director Adults and Health	Care and Support at Home Framework Extension	November 2020
Cabinet Member for Adults and Health	Residential Care and Support Services Block Contracts Procurement	November 2020
Cabinet Member for Adults and Health	Procurement of Public Health Social Support Services for Older People	November 2020
Interim Executive Director Adults and Health	Award of Block Contracts for Residential Care and Support Services	November 2020
Interim Executive Director Adults and Health	Health and Social Care Seasonal Pressures - Contract Award	November 2020
Interim Executive Director Adults and Health	Award of Extra Care Housing Contracts	November 2020
Interim Executive Director Adults and Health	Financial Support to the Care Sector - Infection Control Grant, Round 2, 20% Allocation	November 2020

Interim Executive Director Adults and Health

New model of delivery for Community Mental Health social work for adults in West Sussex

Mental health social work services for adults in West Sussex are delivered through an agreement with Sussex Partnership Foundation Trust (SPFT). This includes the secondment of social workers employed by the Council to SPFT. Services are funded by a pooled budget with West Sussex Clinical Commissioning Group (CCG). The arrangements have been reviewed to ensure they are fit for purpose, local and national drivers, duties and plans. The partners have developed a new operating model for the service to be delivered by the Council replacing the current arrangement but ensuring robust and effective joint working. Proposals include new processes and new workforce structures to create a single unit within the Council for working age and older people's social care teams.

The Interim Executive Director will be asked to approve a new model for the Community Mental Health social work service with a phased implementation from January 2021 and with minimal impact on those accessing services.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	A Safe, Strong and Sustainable Place
Date added	4 September 2020
Month	November 2020
Consultation/ Representations	<p>Sussex Partnership Foundation Trust and the West Sussex Clinical Commissioning Group have worked in partnership with the Council to develop the proposals. Internal consultation has taken place with Finance, HR and Legal services and the Adults and Health Leadership Team as well as the Cabinet Member for Adults and Health.</p> <p>Representations concerning this proposed decision can be made to the Interim Executive Director Adults and Health via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Alison Nuttall Tel: 033 022 25936
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Supported Living Contracts Extension

Supported Living services are care, support and accommodation services purchased by the Council on behalf of people who have been assessed as having eligible social care needs. These services support people to live more independently through the provision of personal care and outreach support.

The council currently commissions supported living services from two framework agreements; 1. Supported Living and Family Support Services for adults with learning disabilities and disabled children and young people and 2. Provision of Community Based Mental Health Support Services. Contracts are with circa 86 Providers and are due to end March 2021.

The Cabinet Member agreed to the procurement of a new single Supported Living Framework in August 2020 ([AH08 20/21](#)). This procurement timetable has been impacted by the Covid-19 pandemic, particularly for the Supported Living Provider Market, where the Council acknowledges additional challenges as a result of responding to a Covid-19 second wave, winter pressures and the national roll out of testing for supported living services in October/November.

Authorisation is sought to extend the current contract arrangements for 4 months until 31st July 2021, under the existing contractual terms and delay the publication of the tender until January 2021. A revised procurement timetable will enable the Council to offer an extended time for bidders to respond and offer support to the market at this difficult time.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	12 October 2020
Month	November 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Interim Executive Director Adults and Health via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lisa Loveman Tel: 033 022 23430
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Extension of contracts for the provision of Specialist Health Services for people with learning disabilities and autism in West Sussex

West Sussex County Council is the lead commissioner for the Learning Disability Pooled Budget and currently contracts for specialist health provisions for adults with LD and autism. The providers of the services are Sussex Partnership Foundation NHS Trust (SPFT) and Sussex Community Foundation Trust (SCFT).

The combined value of the two contracts is £3,805,017 per annum. The contracts were let on a 3 year term, commencing 1st July 2018. The original OJEU notice and contract contain the option to extend for a further period of up to 4 years.

A decision is required to invoke the provision under clause 2.4 of the contracts between WSCC and SPFT and SCFT, to apply an extension for a period of four years until 30.6.2025, following the expiry of the initial 3 years of the current contract on 30.6.2021. The total contract value over the recommended four year extension period is therefore £15, 220, 068.

Taking up the full four year extension will allow the County Council and its health partners to:

- Work to deliver the service developments and improvements as identified
- Maximise opportunities to share best practice and achieve scale and partnership efficiencies, by continuing to work with the current providers that deliver services across Sussex and who work strategically with key system partners such as Sussex CCG's, the Sussex Health and Care Partnership and NHSE.
- Make best use of resources, including WSCC staff resources (in particular commissioning and contracting staff) that are temporarily diverted to manage the additional pressures and challenges presented by Covid 19

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	22 October 2020
Month	December 2020
Consultation/ Representations	Representations concerning this decision should be made to the Executive Director Adults and Health (DASS) 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	Philip Pragnell Tel: 0330 022 25855
Contact	Erica Keegan Tel: 0330 022 26050

Independence in Later Life

Interim Executive Director Adults and Health

Care and Support at Home Framework Extension

The Care and Support at Home Framework (2015) is the Council's primary contractual arrangements for the provision of home-based services for people with assessed eligible care needs. In February 2020 ([Report AH11 19/20](#)) a decision was made to commence a procurement programme for a new Care and Support at Home Framework to replace the existing arrangements, including the reserve Domiciliary Care Framework (2009), with the new services scheduled to commence in February 2021.

The tender opportunity for the new framework was published on 6 March 2020 but due to the Covid-19 pandemic was suspended on 27 March 2020. The tender was re-published on 10 August 2020. As a result of the delay to the procurement it is not possible for the new Framework to commence as intended with the current timeline now targeting a July 2021 start date.

Contracts for services awarded under the Care and Support at Home Framework (2015) were extended in May 2019 until 31 January 2020 with the provision for a further three-month extension. In order to avoid a break in service delivery and to coincide with when the new services commence it is proposed to extend these contracts until August 2021.

The Interim Executive Director Adults and Health will be asked to approve the extension of contracts under the Care and Support at Home Framework (2015) until August 2021.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	November 2020
Consultation/ Representations	Cabinet Member for Adults and Health Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Interim Executive Director 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	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Residential Care and Support Services Block Contracts Procurement

The County Council commissions a range of services to provide care and support to people with assessed eligible social care needs on a residential basis. The majority of these arrangements are made on an individual spot purchase basis to a high number of providers. The Council is facing increasing challenges in securing adequate provision of suitable services across the county.

To provide an assurance of capacity, a number of block contracts shall be proposed to be developed to secure residential based care and support services in key locations across West Sussex to respond to local demand. The development of block contracts will also support service providers by providing an assurance of income whilst allowing the Council to seek financial best value.

The Cabinet Member for Adults and Health will be asked to approve the plan for residential based care and support services and the procurement of a number of services. The Cabinet Member will also be asked to delegate the authority for award of contracts to the Interim Executive Director Adults and Health.

Decision by	Cllr A Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	November 2020
Consultation/ Representations	Interim Executive Director Adults and Health Director of Law and Assurance Director of Finance and Support Services 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 (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Public Health Social Support Services for Older People

The last commissioning exercise for Public Health Social Support Services for Older People was undertaken in 2013. These services are currently delivered by the Voluntary and Community Sector and a single private company and this will come to an end in July 2021.

In response to the impact of COVID 19 on older, vulnerable people which has been significant and sometimes life-limiting, support organisations have worked to adapt, collaborate and create networks for practical and social support. This procurement will seek to continue this excellent work. Therefore, West Sussex County Council seeks to recommission services in collaboration with local providers with the aim of ensuring all older people in the County, in both urban and rural communities, have access to the support they need to lead healthy, independent lives.

The formal procurement process will start in October 2020 and new contracts will be effective from 1 July 2021 and will run for five (5) years with the possibility of a further extension of up to two (2) years built into the terms of the contract. The contracts will be funded mainly through the Public Health Grant, with a contribution from Adult Social Care. Contract funding will be awarded to winning bids that ensure maximum benefits and value for money and reflect demographic needs of the older population in West Sussex.

The Cabinet Member is asked to agree the commencement of a procurement process for the provision of Public Health Services for Prevention and Independence for Older People. The Cabinet Member is also asked to delegate decisions regarding the award of the new contracts to the Director of Public Health in Consultation with the Cabinet Member.

Decision by	Cllr A Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	6 August 2020
Month	November 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Nikki Lewis Tel: 0330 022 26067
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Award of Block Contracts for Residential Care and Support Services

The Council commissions a range of services to provide care and support to people with assessed eligible social care needs on a residential basis. The majority of these arrangements are made on an individual spot purchase basis to a high number of providers. The Council is facing increasing challenges in securing adequate provision of suitable services across the county.

To provide an assurance of capacity, a number of block contracts shall be proposed to be developed to secure residential based care and support services in key locations across West Sussex to respond to local demand. The development of block contracts will also support service providers by providing an assurance of income whilst allowing the Council to seek financial best value.

As a separate key decision process the Cabinet Member for Adults and Health will be asked to approve the commencement of a procurement of residential based care and support services. As part of the approval the Cabinet Member will be asked to delegate authority to the Interim Executive Director Adults and Health to award the contracts.

Following receipt of this approval from the Cabinet Member the Interim Executive Director Adults and Health will be asked to approve the award of contracts for residential based care and support services.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	November 2020
Consultation/ Representations	Cabinet Member for Adults and Health Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Interim Executive Director 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	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Interim Executive Director Adults and Health

Health and Social Care Seasonal Pressures - Contract Award

The County Council along with its health partners, are jointly developing plans to respond to health and social care seasonal pressures for the period between October 2020 and March 2021. The seasonal pressure plan will potentially include the development and provision of both home care and residential based services as well as other services that support hospital discharge or services that enable people to remain independent.

The health and social care system face increased pressures during this period, particularly in the winter months, that place increased demands on services. Seasonal pressure plans are designed to improve discharges from hospital, avoid admission to hospital or increase the flow across health and social care and access to services.

As a separate key decision process the Cabinet Member for Adults and Health will be asked to approve the procurement of a number of services required for home and residential care. As part of the approval the Cabinet Member will be asked to delegate authority to the Interim Executive Director Adults and Health to award the contracts.

Following this delegation of authority the Interim Executive Director Adults and Health will be asked to approve award of contracts for services to deliver the seasonal pressures plan.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	November 2020
Consultation/ Representations	Cabinet Member for Adults and Health Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Interim Executive Director 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	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Interim Executive Director Adults and Health

Award of Extra Care Housing Contracts	
<p>Following the decision (Report Ref: AH03 20/21) to approve the commencement of a procurement for care provision for two new extra care schemes at Monaveen and Lingfield Lodge and to delegate authority for the award of contract and any subsequent awards within the agreed Dynamic Purchasing System (DPS) Framework to the Executive Director of Adults and Health, the Executive Director Adults and Health is requested to award the care contracts for Lingfield Lodge Extra Care Housing Scheme (anticipated start date April 2021) and Monaveen Extra Care Housing Scheme (anticipated start date March 2021). These contracts will have a fixed end date of 30 September 2025. The start dates are anticipated as these schemes are currently being built.</p>	
Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	22 October 2020
Month	November 2020
Consultation/ Representations	<p>Consultation with stakeholders across the council, Arun District Council, Mid Sussex District Council, Housing 21 and Eldon Housing association.</p> <p>Representations concerning this proposed decision can be made to the Executive Director Adults and Health, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 0330 022 26050

Interim Executive Director Adults and Health

Financial Support to the Care Sector - Infection Control Grant, Round 2, 20% Allocation

On 17th September 2020 the government announced a second support package for adult social care providers backed by a further £546m [infection control fund](#). The specified purpose of the grant is to provide continued support to adult social care providers, including those with whom the Council does not have a contract, to reduce the rate of COVID-19 transmission in and between care homes and support wider workforce resilience to enable improved infection control. The West Sussex allocation of this money is £10.958m. The expectation from government is that 80% of the money be passported directly to registered care home providers and other CQC regulated community care providers.

The Interim Executive Director Adults and Health has made the decision ([Report Ref: OKD40 20/21](#)) that 80% of the Infection Control Grant Funding be paid to care home and other CQC regulated community care providers, in line with Government Guidance, subject to the government grant conditions, and the providers' acceptance of the terms and conditions of the Council's grant agreement with them.

The allocation of the remaining 20% of the Infection Control Funding is now subject to a further decision by the Interim Executive Director of Adults and Health, to support the care sector, in the county, to put in place other COVID infection control measures, based on the Council's discretion and made subject to appropriate grant conditions. The purpose of this report is to recommend how the remaining 20% balance should be distributed.

Decision by	Alan Adams - Interim Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	2 November 2020
Month	November 2020
Consultation/ Representations	Representations, on this decision, can be made to the Interim Executive Director Adults and Health during the month the decision is due to be taken, via the officer contact.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 0330 022 26050