

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.

Published: 4 January 2021

Forward Plan Summary

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

Decision Maker	Subject Matter	Date
Interim Director of Public Health	Healthy Child Programme Contract Extension	January 2021
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	January 2021
Interim Director of Public Health	Contract Variation for Provision of a Health, Wellbeing and Recovery Service	January 2021
Executive Director Adults and Health	Housing Related Support	January 2021
Executive Director Adults and Health	Award of Extra Care Housing Contracts	January 2021
Executive Director Adults and Health	Health and Social Care Seasonal Pressures - Contract Award	January 2021
Cabinet Member for Adults and Health	Residential Care and Support Services Block Contracts Procurement	January 2021
Executive Director Adults and Health	Discharge to Assess with Reablement	January 2021
Executive Director Adults and Health	Community Reablement Service capacity increase - contract variation	January 2021
Executive Director Adults and Health	Award of Block Contracts for Residential Care and Support Services	February 2021

Interim Director of Public Health

Healthy Child Programme Contract Extension

The Health and Social Care Act 2012 sets out the statutory responsibility for West Sussex County Council to deliver and commission public health services for children and young people aged 5-19 years. On 1 October, 2015 the Council became responsible for statutory children's public health services. West Sussex County Council, Public Health, currently commission the Healthy Child Programme with Sussex Community NHS Foundation Trust (SCFT). This is a national programme delivering pre-school and school age services by Health visitors and School nurses to deliver Public Health outcomes (0-19 years of age, 25 years of age for Young People with Special Educational Needs).

The contract is 5 years plus an option to extend for a further period of up to 2 years (5-year contract expires March 2022). On 20 July 2020 the WSCC Public Health Board recommended an extension of one year plus one year. The original publication online in Official Journal of the European Union – (OJEU) and contract contained the extension period which the Council now wishes to exercise.

West Sussex County Council's Commercial Panel met on 6, November 2020 and endorsed the recommendation of an initial one-year extension 2022/2023. The Interim Director, Public Health will be asked to approve the initial one year contract extension 2022/2023.

Decision by	Tony Hill - Interim Director of Public Health
West Sussex Plan priority	Best Start In Life
Date added	4 December 2020
Month	January 2021
Consultation/ Representations	Representations concerning this proposed decision can be made to the Interim Director Public 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	Fiona Mackison Tel: 0330 22 27049
Contact	Erica Keegan Tel: 033 022 26050

A Strong, Safe and Sustainable Place

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	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	22 October 2020
Month	January 2021
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	Alison Nuttall Tel: 033 022 25936
Contact	Erica Keegan Tel: 033 022 26050

Interim Director of Public Health

Contract Variation for Provision of a Health, Wellbeing and Recovery Service

A variation to the contract for the Provision of a Health and Wellbeing Recovery Service for Children, Young People and Adults who use Alcohol and /or Drugs is required to include the three services described below, for the period 1 April 2021 to 9 May 2023. The Total value of the current contract (5+2 years) is £35,998,201 and the contract variation is less than 10% of the total contract value, £630,000.

High level services improve support and outcomes for children of alcohol dependent parents and reduces parental conflict in these families. This group experiences greater likelihood of poor school attendance and engagement; physical and emotional difficulties in later life including greater risk of substance misuse and parental conflict. These services include;

1. Support for Children of alcohol and drug dependent parents; and
2. The 'Growing Families' Service; a team of front-line workers, working across the multi-agency early help system, to support children and families from pre-birth, early years and school age.

Misuse of alcohol and/or drugs often goes hand in hand with mental health issues. Local audits and service reports demonstrate that significant mental health difficulties are experienced by high level numbers on a substance misuse service caseload. This service includes;

3. Specialist support for adults with co-occurring substance misuse and mental health difficulties

The investment will increase capacity and the out-reach function to respond to the needs of people more effectively with co-occurring conditions.

The proposal for the variation is for a countywide model with a strong focus on outreach, assertive engagement and multiagency working. Interventions will be evidence based as specified in the National Institute for Healthcare and Excellence (NICE) guidelines.

The Interim Director of Public Health will be asked to approve the contract variation for provision of this Health, Wellbeing and Recovery Service.

Decision by	Tony Hill - Interim Director of Public Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	10 December 2020
Month	January 2021
Consultation/ Representations	Representations 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
Author	Moira Jones Tel: 033 022 28694
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health

Housing Related Support

In December 2018 the decision was made ([report ref: AH11 18/19](#)) to reduce expenditure on Housing Related Support to £2.3million by 2020/21. The reduction was to be implemented over the financial year 2019/20, allowing time to remodel services and explore impact mitigation with providers, District & Borough Councils and other partner organisations, ensuring that services are still able to meet the needs of vulnerable people.

In accordance with the Key Decision taken on 14 August 2020 (Report ref: [OKD26 \(20/21\)](#)) a procurement exercise is being undertaken to replace the contracts for 3 Housing Related Support Services which expire on 31st March 2021 and contribute to the fulfilment of West Sussex County Council objectives for Best start in life, a Strong, Safe And Sustainable Place and Independence for Later Life.

The Executive Director Adults and Health will be asked to award the contract(s) to the successful bidder in January 2021 to commence on 1 April 2021. The contract (s) will have an initial term of 2 years with the option to extend for up to a further 2 years.

Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	23 December 2020
Month	January 2021
Consultation/ Representations	<p>The Council has worked with its District and Borough Council partners as part of a task and finish group led by the Chief Executive of Crawley Borough Council and consisting of nominated officers across the partnerships. This task and finish group has worked to design the services in each area and agree the joint funding and contract management of these services. This is documented in a collaboration agreement drawn up between all parties (see Background Paper). West Sussex County Council's Finance and Legal Services teams have also been consulted in the drafting of the collaborative agreement.</p> <p>Representations concerning this proposed decision can be made to the Executive Director 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)	Collaboration Agreement August 2020
Author	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel:033 22 26050

Independence in Later Life

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	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	22 October 2020
Month	January 2021
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: 033 022 26050

Executive Director Adults and Health

Health and Social Care Seasonal Pressures - Contract Award
<p>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</p>

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 Executive Director Adults and Health to award the contracts.

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

Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	January 2021
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 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	January 2021
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

Executive Director Adults and Health

Discharge to Assess with Reablement

Discharge to Assess with Reablement services are designed for hospital patients who are medically fit for discharge, but unable to immediately return home; it is a model recognised by NHS England as facilitating earlier discharge and/or reducing the number and length of delays in discharge from hospital for older people. There is a focus on these services of reablement which supports people to relearn skills with the aim of supporting people to be able to return home and avoid long term admission to residential care.

The key objectives delivered through Discharge to Assess are:

- Reduction of delays and enablement of timely discharges from hospital;
- Reduced level of dependency for as many people as possible by reabling them to increase their independence;
- Ensuring that long-term decisions concerning people's care needs are not made in an acute hospital setting.

Contracts for the provision of Discharge to Assess with Reablement services were awarded in 2018, for an initial fixed term of 2-years with options to extend to a maximum of 5-years, through an EU Procurement exercise conducted following approval of Cabinet Decision [AH0117-18](#). The initial extended contract term comes to an end on 31st March 2021. The Executive Director Adults and Health will be asked to approve the proposed plans for the future of these contracts.

Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	4 December 2020
Month	January 2021
Consultation/ Representations	Representations concerning this proposed decision can be made to the 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

Executive Director Adults and Health

Community Reablement Service capacity increase - contract variation	
<p>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 (CRS) is essential to prevent people requiring longer term support, enabling people to retain/regain independence and remain at home.</p> <p>The existing service expires on 30th November 2022. It is proposed that the capacity of the existing service is increased from April 2021 for the remainder of the contract period to enable more West Sussex residents to access the benefits provided by the service.</p> <p>The Executive Director Adults and Health will be asked to approve a contract variation to the existing contract in order to facilitate a change in Community Reablement Service capacity with the desired increase adhering to legal and procurement guidelines.</p>	
Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	4 December 2020
Month	January 2021
Consultation/ Representations	Representation can be made via the officer contact in the month prior to that in which the decision is to be made.

Background Documents (via website)	None
Author	Jane Walker Tel: 033 022 27927
Contact	Erica Keegan Tel: 033 022 25060

Executive Director Adults and Health

Award of Block Contracts for Residential Care and Support Services	
<p>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.</p> <p>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.</p> <p>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.</p> <p>Following receipt of this approval from the Cabinet Member the Executive Director Adults and Health will be asked to approve the award of contracts for residential based care and support services.</p>	
Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	26 August 2020
Month	February 2021
Consultation/ Representations	<p>Cabinet Member for Adults and Health Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Executive Director 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	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

