

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 Director of Public Health	Accommodation Based Support for Alcohol/Drug Recovery Award of Contract	March 2021
Executive Director Adults and Health	Discharge to Assess with Reablement	February 2021
Executive Director Adults and Health	Community Reablement Service capacity increase - contract variation	February 2021
Cabinet Member for Adults and Health	Residential Care and Support Services Block Contracts Procurement	February 2021
Executive Director Adults and Health	Housing Related Support Award of Contract (Lot 1)	February 2021
Executive Director Adults and Health	Award of Block Contracts for Residential Care and Support Services	March 2021
Executive Director Adults and Health	Care and Support at Home Award of Contracts	March 2021
Interim Director of Public Health	Social Support Services for Older People Award of Contract	April 2021

Interim Director of Public Health

Accommodation Based Support for Alcohol/Drug Recovery Award of Contract

In accordance with Key Decision [AH10 19/20](#) on 3 February 2020, a procurement exercise is being undertaken to replace the contracts for two Accommodation Based Support for Alcohol/Drug Recovery Services which expire on 30 September 2021 and contribute to the wider Prevention Strategy of West Sussex County Council, looking to support individuals with alcohol related difficulties earlier in their drinking history, and to prevent escalation of substance use related problems. An expected benefit will be an increase in local access to community settings for alcohol assisted withdrawal programmes.

Objectives of the service are:

- To maintain substance misuse recovery, and sustainable independent living
- Reduction in drug and alcohol related harm. Contributes to Public Health Outcome Framework indicators
- Improvement in the stability of people's accommodation
- Improvement in physical and mental health and wellbeing
- Improvement in social, family and community networks
- Increased engagement with education, training, volunteering and employment
- Reduction in offending and anti-social behaviour

The Interim Director of Public Health will be asked to award the contract to the successful bidder in March 2021 to start on 1st October 2021. The contract will have an initial term of 4 years with an option to extend for a further 2 years.

Decision by	Tony Hill - Interim Director of Public Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	1 February 2021
Month	March 2021
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
Author	Moira Jones Tel: 033 022 28694
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	February 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

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.

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.

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.

Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	4 December 2020
Month	February 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

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	February 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

Housing Related Support Award of Contract (Lot 1)

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 has awarded the contract(s) to the successful bidders in January 2021 for Lots 2 -6 ([Report ref: OKD58 20/21](#)). All contracts will 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.

The contract award for Lot 1: Adur & Worthing has been delayed allowing Adur & Worthing Councils time to complete necessary internal governance processes. Once these processes are complete, an additional Officer Key Decision Report will be submitted regarding the award of Lot 1.

Decision by	Keith Hinkley - Executive Director Adults and Health
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West Sussex Plan priority	Independence in Later Life
Date added	23 December 2020
Month	February 2021
Consultation/ Representations	<p>West Sussex County Council (WSSC) 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.</p> <p>WSSC Finance and Legal Services teams have also been consulted in the drafting of this agreement.</p> <p>Representations concerning this proposed decision can be made via the officer contact, in the month in which the decision is due to be taken.</p>
Background Documents (via website)	Collaboration Agreement 2020 (Available upon request)
Author	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel: 033 022 26050

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	March 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

Executive Director Adults and Health

Care and Support at Home Award of Contracts	
<p>In February 2020 the decision (Report ref: AH11 19/20) was made to commence the procurement of commissioned Care and Support at Home Services with a focus on strengths based and outcomes focused services and an emphasis on a localised and community focused approach in line with the Council's focus on community led support. The decision included delegation of the authority to award the contract to the Executive Director of Adults and Health.</p> <p>The procurement was delayed as a result of the pandemic, and a decision (Report Ref: OKD46 20/21) was subsequently taken in November 2020 to extend the current framework to align with the updated anticipated commencement for the new commissioned arrangements on, 4 July 2021.</p> <p>In accordance with both decisions, the procurement has been undertaken and the Executive Director of Adults and Health will be asked to award the contracts to successful bidders in March 2021 prior to the commencement of the new commissioned Care and Support at Home arrangements in July 2021.</p>	
Decision by	Keith Hinkley - Executive Director Adults and Health
West Sussex Plan priority	Independence In Later Life
Date added	10 February 2021
Month	March 2021
Consultation/ Representations	Consultation has been completed with West Sussex Providers and the Cabinet Member for Adults and Health as part of the original decisions AH11 19/20 and OKD46 20/21 .

	Representation can be made via the officer contact prior to the month in which the decision is to be taken.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Interim Director of Public Health

Social Support Services for Older People Award of Contract	
<p>In December 2020 the decision was made to award 11 new Social Support contracts for Older People. The new services will support older people to remain independent and maintain their health and well-being.</p> <p>In accordance with Key Decision AH10 20/21 in December 2020, a procurement exercise is being undertaken to replace the contracts for 6 Social Support Services which expire on 30th June 2021 and contribute to the fulfilment of West Sussex County Council objectives for A strong, safe and sustainable place and Independence for later life.</p> <p>The Interim Director Public Health will be asked to award the contract(s) to the successful bidders in April 2021 to start on 1st July 2021. The contract (s) will have an initial term of 5 years with the option to extend for up to a further 2 years.</p>	
Decision by	Tony Hill - Interim Director of Public Health
West Sussex Plan priority	Independence in Later Life
Date added	15 February 2021
Month	April 2021
Consultation/ Representations	<p>Consultation with Voluntary and Community Sector Organisations; District and Borough Councils and Health and Social Care Scrutiny Committee Task and Finish Group on 21 October 2020.</p> <p>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.</p>
Background Documents (via website)	None
Author	Nikki Lewis Tel: 0330 022 26067
Contact	Erica Keegan Tel: 033 022 26050