



## 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 [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet. Due to the continuing public health measures, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: [democratic.services@westsussex.gov.uk](mailto:democratic.services@westsussex.gov.uk). 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 website. [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:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	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.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
<b>Background Documents</b>	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.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	Who in Democratic Services you can contact about the entry

### Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property 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 Katherine De La Mora on 033 022 22535, email [katherine.delamora@westsussex.gov.uk](mailto:katherine.delamora@westsussex.gov.uk).

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# Adults Services

## Cabinet

<b>Strategy for Adult Social Care in West Sussex</b>	
<p>A new strategy for adult social care has been co-designed, with priorities developed from what people have told us is important to them. The strategy will:</p> <ul style="list-style-type: none"> <li>• Reflect the voices of the people who access care and their carers, as well as staff, providers and partners.</li> <li>• Set out the overarching priorities to support people accessing care and their carers in West Sussex over the next three years.</li> <li>• Act as a framework to plan how the County Council will invest its adult social care budget going forward.</li> </ul> <p>The strategy has been co-designed with County Council staff, customers, carers, providers and other partners, to ensure the voices of service users and carers are at the heart of the future of adult social care in West Sussex. The Cabinet will be asked to endorse the strategy at its meeting on 1 February 2022.</p>	
<b>Decision by</b>	Cllr Hunt, Cllr A Jupp, Cllr Marshall, Cllr Waight, Cllr Crow, Cllr Lanzer, Cllr Urquhart, Cllr Russell, Cllr J Dennis, Cllr N Jupp - Cabinet
<b>Date added</b>	8 December 2021
<b>Month</b>	February 2022
<b>Consultation/ Representations</b>	<p>Consultation:</p> <ul style="list-style-type: none"> <li>• Partner workshops based around social care customer groups – x 8</li> <li>• Focus groups with local people and their carers – x 15</li> <li>• 1-1 interviews with people accessing care and/or their carers – x 6</li> <li>• Survey for individuals, organisations, and staff – with 1079 responses in total.</li> <li>• A 'Sounding Board' with VCS partner organisations has been held throughout the co-design process.</li> <li>• County Councillor engagement session – 20 December 2021.</li> </ul> <p>People with existing care needs across a wide range of conditions and stages in their journey, self-funders and people without any current care needs were all involved.</p> <p>Representations concerning this proposed decision can be made to the Cabinet, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Keith Hinkley Tel: 033 022 24751
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Executive Director Adults and Health

### Food Supply and delivery of Meals on Wheels

A procurement process has been initiated by the Executive Director Adults and Health for the award of the contract for food supply and delivery of the Meals on Wheels service to customers in the community and West Sussex County Council operated Directly Provided Services (Day Centres).

The existing contract arrangements will expire on 18th October 2022 following the current 7-year contract coming to its fully extended end. The current contract operates 365 day a year and delivers approx. 200,000 meals a year to around 700 registered customers living in the community and has an annual value of around 1.2m. In a BAU year the contract also provides around 20,000 Day Centre meals. A competitive procurement process will be undertaken for the Meals on Wheels contract to commence on 19th October 2022 for a period of 5 years initially plus any potential extensions, up to a maximum of 7 years in total.

West Sussex County Council has carried out internal reviews and analysis of the future feasibility of the service and preferred procurement process to be used. The process has passed through the Council's Commercial and Procurement boards with representatives from legal, procurement and commercial services and the preferred procurement option is to undertake a competitive procurement process to replace the existing contract arrangement.

The service currently runs on a cost neutral basis to the Council and the procurement and subsequent award will replicate this model.

The Executive Director Adults and Health will be asked to award the contract to commence on 19th October 2022 for a period of 5 years initially plus any potential extensions, up to a maximum of 7 years in total.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	13 October 2021
<b>Month</b>	March 2022
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Executive Director Adults and Health

### Extra Care Housing Award of Contracts

Extra care housing provides specialist accommodation to adults primarily over the age of 55 years who require adapted properties and have eligible care and support needs as assessed in line with the Care Act 2014. The schemes provide individual adapted apartments, communal areas, a restaurant and an onsite care team. Extra care housing is enabling residents of West Sussex to remain independent within their communities and provides an alternative option to residential care.

In 2017, Following a key decision by the Cabinet Member for Adults Services, (Report [Ref: ASCH916-17](#)) the Council set up a new dynamic purchasing system (DPS) framework for extra care housing. The DPS allows the Council to approve and add new appropriately qualified care providers to the framework at any time. All providers on the DPS will meet core requirements. When new schemes are developed or there is a need for a change of care provider in an existing scheme, the DPS will be used to source the care provision. In May 2020 (Report [Ref:AH03 20/21](#) and [OKD52 20/21](#)) extended the Dynamic Purchasing System (DPS) to 30 September 2025. The Official Journal of the European Union (OJEU) notice in relation to the extension states 30 September 2025.

The Cabinet Member for Adults Services delegated the authority for the award of contract and any subsequent awards within the agreed DPS Framework to the Executive Director of Adults and Health.

Following a mini competition under the WSCC Extra Care Dynamic Purchasing System (DPS) for Care and Support in Extra Care Housing, the Executive Director Adults and Health will be asked to award the contract(s) to the successful bidder(s).

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	8 December 2021
<b>Month</b>	April 2022
<b>Consultation/ Representations</b>	Representations can be made via the officer contact by the beginning of the month in which the decision is due.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Executive Director Adults and Health

### Integrated Community Equipment Service - Re-commissioning and Contract Award

West Sussex County Council (WSSCC) has a contract with NRS Healthcare for the provision of Community Equipment Services. Community equipment (such as beds, chairs, perching stools and mattresses) is widely recognised as a cost-effective method of meeting eligible social care need and evidence suggests it is also effective in preventing, reducing and delaying the need for ongoing care, reducing unplanned admissions and enabling people to remain safe and independent in their own homes.

The existing service expires on 31st March 2023. It is led and managed, via section 75 agreement, between West Sussex County Council and West Sussex CCG on behalf of the health and social care system. The annual cost, currently budgeted between £9-10 million, is split almost equitably between Health and Social Care. All equipment is prescribed by a range of professionals and attributable cost of each piece depends on circumstances, such as the location of the customer and the type of equipment.

It is proposed that full contract re-commissioning is undertaken to incorporate the development of an all age countywide Integrated Community Equipment Service (the principles of which include a pooled budget and single management function with the associated process and financial efficiencies that this provides) and to ensure that with the next competitively tendered contract the optimum model of service delivery can be implemented to achieve customer outcomes and value for money across the West Sussex health and social care system.

It is also proposed that once the tender process is complete under the authority of the Executive Director Adults and Health, the contract will be let on the basis of the most economically advantageous bid.

<b>Decision by</b>	Keith Hinkley - Executive Director Adults and Health
<b>Date added</b>	8 December 2021
<b>Month</b>	August 2022
<b>Consultation/ Representations</b>	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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Chris Jones Tel: 0330 022 28249
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# Public Health and Wellbeing

## 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 1st 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 (HCP) with Sussex Community NHS Foundation Trust (SCFT). This is a national programme of pre-school and school age services from Health visitors and School nurses delivering Public Health outcomes (0-19 years of age, 25 years of age for Young People with Special Educational Needs).

The current contract is compliant with the Public Contracts Regulations 2015. The contract is 5 years plus an option to extend for up to 2 years. The contract has been extended for 1 year (2022-23). Approval for the second and final year extension (2323-24) is now sought.

The Director of Public Health will be asked to approve the final one year extension permissible under the terms of the contract March 2023 to April 2024.

<b>Decision by</b>	Alison Challenger - Director of Public Health
<b>Date added</b>	7 January 2022
<b>Month</b>	February 2022
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Fiona Mackison Tel: 0330 22 27049
<b>Contact</b>	Erica Keegan Tel: 033 022 26050