

# 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 sitting in public. The meetings are also 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

## Housing Related Support Contract Extensions and Reprocurement Home Services

The Director of Adults and Health will be asked to consider the extension of five Housing Related Support contracts from 01 April 2023 – 31 March 2025. The initial term of these contracts ends on 31 March 2023 and the contracts allow for an extension for a further two years.

A sixth service – in Mid Sussex – will be subject to a competitive tender as the existing provider has indicated that they no longer wish to provide the service post 31 March 2023. The new contract will be for an initial term of two years with the option to extend for a further two years.

All six services are co-funded 50/50 with the Council's partners in the District and Borough Councils and are called 'Pathways Home' in all areas. The contracted services provide Housing Related Support to vulnerable working age adults in a variety of accommodation settings.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	27 October 2022
<b>Month</b>	February 2023
<b>Consultation/ Representations</b>	Stakeholder meetings held with Housing Needs/Options Managers at the District and Borough Councils. Consultation with providers also carried out.  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>	Sarah L Leppard Tel: 0330 022 23774
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Recommissioning of Hospital Discharge Care Services (Adults)**

The Cabinet Member for Adults Services will be asked to approve a decision regarding the re-commissioning of a range of Hospital Discharge Care (HDC) services for people who are medically ready to be discharged from hospital. These include hospital discharge care services providing support within an individual's own home, and Discharge to Assess with Reablement services based in residential care homes.

The current configuration of home-based HDC has two cohorts of services. One of which will reach the end of its initial three-year period of contractual agreements with the County Council on 31 March 2023, albeit with potential within the contract to extend, and the other will come to the end of the contract arrangements on the same date.

The current configuration of Discharge to Assess with Reablement residential care services will reach the end of its final year of contractual agreements with the County Council on 31 March 2023.

The intention is to work with partners across the health and social care system to ensure there will be sufficient support to continue to facilitate hospital discharge from 01 April 2023 and recommendations will be presented for decision to support this outcome.

<b>Decision by</b>	Cabinet Member for Adults Services (Cllr Amanda Jupp)
<b>Date added</b>	18 October 2022
<b>Month</b>	February 2023
<b>Consultation/ Representations</b>	<p>The following are being consulted: frontline staff; customers via survey; soft-market testing and workshops with health and social care partners.</p> <p>Representations concerning this proposed decision can be made to the decision-maker via the report author, 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>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 25060

## Commissioning and Contract Management for Avila House - Extra Care Housing Scheme

West Sussex County Council are working in Partnership with District & Borough Councils and Registered Housing providers to develop New Extra Care Housing Schemes across West Sussex.

Extra Care Housing provides specialist accommodation to adults who require adapted properties and have been assessed as having eligible needs for care and support. The Schemes provide individual adapted apartments, and an onsite care team. Extra Care Housing is enabling residents of West Sussex to remain independent within their communities and provide an alternative option to Residential Care.

Avila House is an existing building in Worthing that is being converted to provide an extra care scheme for adults who require care, support and suitable housing. Avila House will be the first scheme in the county to accept referrals for adults who meet the criteria age 18 years plus.

Construction at Avila House is due to commence in September 2022 and anticipated to be completed in approximately 1 year. This will enable the first customers to be moving in September 2023.

The Executive Director for Adults will be asked to approve a direct award to Leonard Cheshire to provide the care and support contract at Avila House.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	15 September 2022
<b>Month</b>	February 2023
<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>	Carrie Anderson Tel: 0330 022 22996
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Fees paid to independent providers of Adult Social Care 2023/2024**

Rates and fees paid to independent providers of adult social care provision in the community and in residential and nursing homes are subject to annual review. Following delegation of authority from the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to consider the fees and rates paid for commissioned services related to the Adult Social Care and Health portfolio for 2023-24.

The review will consider usual maximum rates for care homes and care homes with nursing; individually agreed rates paid to care homes and care homes with nursing; shared lives; and rates and fees paid for community-based services.

Decisions on fees paid will take account of a range of information; including the current market position, the recently completed cost of care exercise, the need and demand for services, the Council's strategic priorities and financial challenges for providers of care and support services and in relation to the budget for Adult Social Care.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	16 January 2023
<b>Month</b>	February 2023
<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>	Juliette Garrett Tel: 033 022 23748
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Integrated Advocacy Service Contract Extension

Key decision [AH7 18-19](#) approved the procurement of an Integrated Advocacy service across Sussex as well as delegating authority to the Director of Adults and Health to award the contract jointly with East Sussex County Council and Brighton and Hove City Council. The contract began on 1st July 2019, to run for an initial four years until 30th June 2023, with the option to extend for a further 2 years, to a maximum of 5 years until 30th June 2025.

The procurement was undertaken jointly with East Sussex County Council and Brighton and Hove City Council with, Brighton and Hove City Council acting as lead commissioner for the contract.

The Director of Adults and Health will be asked to approve a joint decision with East Sussex County Council and Brighton and Hove City Council to extend the contract with POHWER by utilising the full 2-year extension provision allowed for in the contract until 30th June 2025.

Independent advocacy is a statutory duty which local authorities must provide. Advocacy means supporting a person to understand information, express their needs and wishes, secure their rights, represent their interests, and obtain the care and support they need.

The Integrated Advocacy service meets the councils statutory duties for the following advocacy provisions:

- Independent Mental Capacity Advocates (IMCA) under the Mental Capacity Act 2005
- Independent Care Act Advocacy (ICAA) under the Care Act 2014
- Relevant Person Paid Representatives (RPPR) under the Deprivation of Liberty Safeguards (DoLS) under the Mental Capacity Act 2005.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	7 February 2023
<b>Month</b>	March 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the decision-maker, 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>	Lisa Loveman Tel: 033 022 23430
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Community Based Social Support Contract Extension

Key decision [AH02 19/20](#) approved the procurement of Community Based Social Support Services and delegated authority to the Director of Adults' Services to agree to future extensions of the contract up to a maximum contract period. The contract began on 1<sup>st</sup> April 2020, to run for an initial three years until 31<sup>st</sup> March 2023, with the option to extend for a further 4 years, to a maximum of 7 years until 31<sup>st</sup> March 2027.

The contract awarded was divided into 2 Lots – Independent Living and Supported Employment – with each Lot awarded independently of each other. Both Lots were awarded to The Aldingbourne Trust.

The Director of Adults and Health will be asked to approve to extend both Lot 1 and Lot 2 contracts by utilising up to 6 months of the up to 4-year extension provision allowed for in the contract until the latest 30<sup>th</sup> September 2023. This will allow then for a contract variation from this point to align with the re-commission of services contracted alongside this provision until the services are re-tendered.

Promoting the independence of adults with support needs through preventative and early intervention is a key driver of the adult social care strategy to support more people to stay in their own homes, find employment and explore community solutions to support people to maintain their homes.

Lot 1 services include the My Network Hubs, My Network Plus and LIMA (Low Intensity Management of Autism). These services promote individual wellbeing, provide information and advice, and needs through information, advice and less intensive or service-focussed options, and connect people to other community services.

Lot 2 services include the supported employment services called Workaid and Workability. These services support people with lifelong disabilities and family carer, both in and outside of funded services, to find or retain paid employment. This includes supporting people to access mainstream employment services and/or providing specialist employment consultants for one-to-one support.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	10 February 2023
<b>Month</b>	March 2023
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the decision-maker, via the contact officer.
<b>Background documents</b> (via website)	None
<b>Author</b>	Lisa Loveman Tel: 033 022 23430
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Procurement for Professional Service Support (Adult Services)**

To support the delivery of our Council Plan 2021/2025 and the Adult Social Care Strategy 2022-25, the Adults and Health directorate has set out its strategic purpose and outlined how the directorate will deliver services. To achieve this, the directorate will need to deliver a significant programme of work throughout 2023/24 and 2024/25, as well as respond to ongoing service pressures and emerging government legislation.

The nature, scale and complexity of the programme means that fixed-term external capacity and skills are needed to work alongside in-house teams to deliver core elements of programme.

The Director of Adults and Health (DASS) will be asked to approve the commencement of an open-tender procurement process for professional service support, to provide the fixed-term external capacity required.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	10 February 2023
<b>Month</b>	March 2023
<b>Consultation/ Representations</b>	Representations can be made to the decision maker via the contact officer.
<b>Background documents</b> (via website)	None
<b>Author</b>	Helena Cox Tel: 033 022 22533
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Award of Contract for Professional Service Support (Adult Services)**

To support the delivery of our Council Plan 2021/2025 and the Adult Social Care Strategy 2022-25, the Adults and Health directorate has set out its strategic purpose and outlined how the directorate will deliver services. To achieve this, the directorate will need to deliver a significant programme of work throughout 2023/24 and 2024/25, as well as respond to ongoing service pressures and emerging government legislation.

The nature, scale and complexity of the programme means that fixed-term external capacity and skills are needed to work alongside in-house teams to deliver core elements of programme.

The Director of Adults and Health (DASS), having previously approved the commencement of an open-tender procurement process, to provide the fixed-term external capacity required, will be asked to award the contract to the preferred bidder.

<b>Decision by</b>	Director of Adults and Health (Alan Sinclair)
<b>Date added</b>	10 February 2023
<b>Month</b>	May 2023
<b>Consultation/ Representations</b>	Representations can be made to the decision maker, via the contact officer, by the beginning of the month the decision is due to be taken.

<b>Background documents</b> (via website)	None
<b>Author</b>	Helena Cox Tel: 033 022 22533
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Public Health and Wellbeing

<b>Procurement: Healthy Child Programme</b>	
<p>The Health and Social Care Act 2012 sets out the statutory responsibility for the County Council to deliver and commission public health services for children and young people aged 5-19 years. On 01 October 2015 the Council became responsible for statutory children's public health services, a national programme of pre-school and school age services from health visitors including the Family Nurse Partnership (FNP) and school nurses delivering Public Health outcomes for children and young people 0-19 years of age (25 years of age for young people with special educational needs and disabilities). The current HCP contract will conclude in March 2024.</p> <p>The Cabinet Member for Public Health and Wellbeing will be asked to endorse the procurement of a new contract to deliver the HCP in West Sussex, to commence from April 2024 at a contract value of approximately £10.7m per annum and to delegate to the Director of Public Health the authority to award the contract(s). Further decision reports will be published as appropriate.</p>	
<b>Decision by</b>	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
<b>Date added</b>	17 November 2022
<b>Month</b>	March 2023
<b>Consultation/ Representations</b>	<p>Market suppliers; Service Users: residents via the Your Voice Engagement Hub</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Fiona Mackison Tel: 033 022 27049
<b>Contact</b>	Erica Keegan Tel: 033 022 26050