



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:

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.
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.
Lead officer (report 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 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.

Published: 7 November 2023

Adults Services

Award of Contracts for Hospital Discharge Care Services (Adults)

The NHS Sussex Integrated Care System (ICS) is a partnership that brings together NHS organisations and local authorities, including West Sussex County Council, to plan services across geographical areas. The County Council, working together with the Integrated Care Board (ICB) and as part of the ICS has developed a plan for the commissioning of hospital discharge care to commission services which will support people who are medically ready to be discharged from hospital and requiring the support of ongoing health and social care services. The plan includes the commissioning of contracts for additional hospital discharge focused social care services which will be funded by the ICB.

As part of a [separate decision process](#) approval is being sought to procure provision to ensure there will be sufficient services in place over the next eighteen months to continue facilitating individuals' discharge from hospitals in a time-efficient way and to support people to return home where possible.

Following conclusion of the procurement process the Director of Adults and Health will be asked to approve the award of contracts to the successful providers in two phases, this is to ensure that services are commenced as planned.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	1 September 2023
Month	November 2023
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Edward Armstrong Tel: 033 022 27653
Contact	Erica Keegan Tel: 033 022 26050

Provision of Domestic Abuse Housing Support Services in West Sussex

The Director of Adults and Health has approved the procurement of Domestic Abuse Housing Support Services in West Sussex. The new contract is to be in place by 1st August 2023. The initial term of the new contract will be for two years with the option to extend for up to a further two years. The contract value has been set at £450k per year from funding supplied by the Domestic Abuse Act additional burdens for safe accommodation support, provided through the government's Department for Levelling Up, Housing and Communities.

The contracted services will provide support and accommodation to those fleeing Domestic Abuse in West Sussex. The accommodation will be provided in dispersed units rather than in traditional refuge style and will be accessible to a much wider range of customers, such as those with older male children, women with additional needs such as mental or physical health issues, larger families and men experiencing domestic abuse.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	3 March 2023
Month	November 2023
Consultation/ Representations	Stakeholder consultation and Market Engagement event held. 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
Lead officer (report author)	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel: 033 022 26050

Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism

West Sussex County Council (WSSCC) set up day service contracts in 2015 with independent organisations to provide day services for adults with Learning Disabilities and/or Autism. The current contracts with the County Council are in their final year of and need to be re-tendered. Much has changed since the contracts were set up and Commissioners have reviewed the model of Day, Employment and Volunteering Services and whether this continues to best meet individuals' needs.

The intention is that the outcome will be co-designed, community-based interventions that raise aspiration, encourage independence and healthy active lives. The process will also consider how commissioned services link in to and complement the Council's directly provided services.

The Cabinet Member for Adults Services will be asked to approve the commencement of a tender process to re-commission new services, to begin service delivery on 1 July 2024 and delegate authority to the Director of Adults and Health to award the contract (s).

The procurement will follow the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	9 October 2023
Month	November 2023
Consultation/ Representations	<p>Extensive consultation and engagement have taken place:</p> <ul style="list-style-type: none"> • Service user surveys were carried out on behalf of the Council by Impact Initiatives, • Discussion groups were facilitated as part of 3 Learning Disability Partnership Boards, • The Young Voices Group was attended. • Carer surveys were carried out and carer focus group meetings were attended, • Provider and staff survey were carried out, • The Learning Disability Provider forum was attended, and • 10 1:1 meetings with independent day service providers were held. • Early engagement notice published 8 August 2023 with feedback requested by 24 August 2023 <p>This consultation, engagement and feedback will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Keegan Tel: 033 022 26050

Better Care Fund Section 75 Agreement 2023 - 2024

The Better Care Fund (BCF) is a programme spanning both the NHS and local government which seeks to join-up health and care services, so that people can manage their own health and well-being and live independently in their communities for as long as possible.

The programme is planned and delivered at Health and Wellbeing Board area level across England. For West Sussex, day to day oversight of BCF is within the remit of the Joint Commissioning Strategy Group on behalf of the Health and Wellbeing Board. BCF planning is undertaken on an annual process, which follows the issuing of national BCF planning guidance from NHS England.

The national BCF programme requires local systems to enter into a joint commitment via an Agreement under Section 75 of the NHS Act. This enables budgets and decision-making authority to be delegated between West Sussex County Council and NHS Sussex Integrated Care Board, to the benefit of the BCF Programme.

Now that the planning process is completed, a new S.75 agreement must be entered into, to replace the previous agreement, which incorporates any updates and changes from last year's plan, with the core terms of the agreement remaining consistent.

The Director of Adults and Health will be asked to sign the 2023-24 S.75 agreement on behalf of West Sussex County Council.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	18 October 2023
Month	November 2023
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Chris Clark Tel: 033 022 25305
Contact	Erica Keegan Tel: 033 022 26050

Contract Extension: Direct Payment Support Service

The County Council is committed to giving customers choice and control over their support services; one method of enabling this is through Direct Payments, where the customer receives a cash allocation to spend in a way which they consider will meet their assessed care needs. A Direct Payment Support Service (DPSS) is required to ensure that people can receive the appropriate advice and support to make the best use of their money. It also supports the County Council to ensure that Direct Payments are used lawfully and effectively.

In November 2018 Key Decision [AH6 17.18](#) approved the award of contract for a Direct Payment and Personal Budget Support Service. In November 2021 Key Decision [OKD26 21.22](#) approved a 2-year contract extension for the Direct Payment and Personal Health Budget Support Service from 01 February 2022 to 31 January 2024. The contract allows for a further two year extension.

Agreement will be sought from the Director of Adults and Health to extend the DPSS contract for a further 2 years, allowed within the contract.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	7 November 2023
Month	November 2023
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision-maker, via the report author.
Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Keegan Tel: 033 022 26050

Procurement Commissioning of Care and Support at Home

Care and support at home services (also known as domiciliary care or home care) are purchased by the county council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the delivery of personal care and support, provided within a person's own home.

The county council currently commissions the majority of these services from a framework agreement which commenced in 2015. This will come to an end at the latest by March 2024. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the county council purchases services from the wider market through a legacy contractual agreement and a more recent contingency contract.

The commissioning of these services is currently being reviewed with proposals being developed for new arrangements and contractual agreements. These will enable the achievement of our strategic aim to support people to live independent and fulfilled lives and also to reduce the need for long term residential services as part of the ambitions set out in the [Adult social care strategy 2022-25](#). New arrangements will seek to ensure there is capacity across West Sussex to meet the needs of those with care and support needs and supports a sustainable care and support at home provider market in West Sussex. The expected value of the annual spend on domiciliary care for the life of these new arrangements is approximately £35 million, potentially rising to £40 million over the life of the contract depending on inflationary and demographic pressures.

Following the review, the Cabinet Member for Adults Services will be asked to approve the commencement of a procurement process to source the future care and support at home services and delegate authority for contract award to the Director of Adults and Health.

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	11 April 2023
Month	December 2023
Consultation/ Representations	A consultation plan and Equalities Impact Assessment is in development. Details will be included in the decision report. Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Award of Contract Carer Information, Advice Assessment and Support Service

The current Carer Information, Advice, Assessment and Support Service contract with the County Council is in its final year. The intention is that provision will re-focus on the growing carer population and the different needs of these carers across the county.

Following the decision taken to commence a procurement of the Carer Information, Advice, Assessment and Support Service by the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to award the contract to the successful bidder that meets the principles of good outcomes, quality of service, value for money and additional social capital. The new contract will begin on 1st April 2024.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	28 March 2023
Month	January 2024
Consultation/ Representations	<p>Extensive carer consultation has taken place in recent years to inform the Joint Carer Strategy and the recent re-let of Carer Short Break Contracts. In addition, carer engagement will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process. Other stakeholders will be consulted e.g., all members of the Carers Strategic Partnership Group.</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
Lead officer (report author)	Mark Greening Tel: 033 022 23758
Contact	Erica Keegan Tel: 033 022 26050

Minor Adaptations Contract

West Sussex County Council has a contract with Concept Design Solutions for the provision of Minor Adaptations. Minor Adaptations are legislated for under the Care Act 2014 and their provision can help local authorities undertake urgent and smaller-scale adaptations more quickly. The existing service expires on 31 March 2024. The Director of Adults and Health has initiated a full procurement process which will be undertaken to reprocur the service with effect from 1 April 2024.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	28 September 2023
Month	January 2024
Consultation/ Representations	Consultation is undertaken through the commissioning and procurement activity related to the Minor Adaptations Service. Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Chris Jones Tel: 0330 022 28249
Contact	Erica Keegan Tel: 033 022 26050

Award of Contract Care and Support at Home Services

Care and support at home services (also known as domiciliary care or home care) are purchased by the county council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the delivery of personal care and support, provided within a person's own home.

The county council currently commissions the majority of these services from a framework agreement which commenced in 2015. This will come to an end at the latest by March 2024. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the county council purchases services from the wider market through a legacy contractual agreement and a more recent contingency contract.

Following the review of the commissioning of these services proposals will be developed for new arrangements and contractual agreements. New arrangements will seek to ensure there is capacity across West Sussex to meet the needs of those with care and support needs and supports a sustainable care and support at home provider market in West Sussex. The expected value of the annual spend on domiciliary care for the life of these new arrangements is approximately £35 million, potentially rising to £40 million over the life of the contract depending on inflationary and demographic pressures.

Following the commencement and completion of a procurement process, as approved by the Cabinet Member for Adults Services, the Director of Adults and Health will be asked to agree contract award.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	11 April 2023
Month	March 2024
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
Lead officer (report author)	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Contract Award - Day Opportunities, Supported Employment and Volunteering Services for Adults with Learning Disabilities and/or Autism

West Sussex County Council (WSSCC) set up day service contracts in 2015 with independent organisations to provide day services for adults with Learning Disabilities and/or Autism. The current contracts with the County Council are in their final year of and need to be re-tendered. Much has changed since the contracts were set up and Commissioners have reviewed the model of Day, Employment and Volunteering Services and whether this continues to best meet individuals' needs.

The intention is that the outcome will be co-designed, community-based interventions that raise aspiration, encourage independence and healthy active lives. The process will also consider how commissioned services link in to and complement the Council's directly provided services.

Following the approval of a tender process to re-commission new services by the Cabinet Member for Adults Services the Director of Adults and Health will be asked to award the contract (s) to the successful bidder, following the principles of good outcomes, quality of service, value for money and additional social capital when evaluating tenders.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	9 October 2023
Month	April 2024

Consultation/ Representations	<p>Extensive consultation and engagement have taken place:</p> <ul style="list-style-type: none"> • Service user surveys were carried out on behalf of the Council by Impact Initiatives • Discussion groups were facilitated as part of 3 Learning Disability Partnership Boards • The Young Voices Group was attended • Carer surveys were carried out and carer focus group meetings were attended • Provider and staff surveys were carried out • The Learning Disability Provider forum was attended, and • 10 1:1 meetings with independent day service providers were held • Early engagement notice published 8 August 2023 with feedback requested by 24 August 2023 <p>This consultation, engagement and feedback will inform the proposed contract specification. An element of coproduction will also be implemented as part of the process.</p> <p>Representations concerning this proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Lucie Venables Tel: 07955 313325
Contact	Erica Keegan Tel: 033 022 26050

Public Health and Wellbeing

West Sussex Wellbeing Programme: county-wide provision to support people to improve their strength and balance to reduce risk of falls

The West Sussex Wellbeing Programme, a partnership between the County Council and the seven district and borough councils within West Sussex, focuses on improving the health and wellbeing of our local population and reducing inequalities. Known as 'West Sussex Wellbeing,' the service provides support, information and advice to anyone over 18 who lives and/or works in West Sussex, on a range of areas, including stopping smoking, becoming more active losing weight, reducing alcohol consumption, and the provision of NHS Health Checks.

The Director of Public Health is asked to approve additional funding for the West Sussex Wellbeing Programme for a three year period from 1 April 2024 to 31 March 2027, for county-wide provision to support people to improve their strength and balance to reduce risk of falls. This will also support the wider health and care system across West Sussex, working alongside and as part of existing pathways.

The three year funding period is in line with the remaining term of the existing West Sussex Wellbeing Partnership Agreement between the County Council and the seven district and borough councils, to 31st March 2027.

Decision by	Director of Public Health (Alison Challenger)
Date added	28 September 2023
Month	December 2023
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision-maker, via the report author.
Background documents (via website)	None
Lead officer (report author)	Tamsin Cornwall Tel: 033 022 28709
Contact	Erica Keegan Tel: 033 022 26050