



Forward Plan of Key Decisions

Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website www.westsussex.gov.uk and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

Key decisions are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with 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	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
West Sussex Plan priority	See above for the five priorities contained in the West Sussex Plan
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation/ Representations	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
Background Documents	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents 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

For questions about the Forward Plan contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 13 September 2018

Forward Plan Summary

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

	Decision Maker	Subject Matter	Date
 Independence in Later Life			
	Cabinet Member for Adults and Health	Short Break Services for Family and Friends Carers (Adults)	September 2018
	Cabinet Member for Adults and Health	Procurement of Integrated Advocacy Services	September 2018
 A Council that works for the Community			
	Executive Director Children, Adults, Families, Health and Education	Pilot of Minor Adaptations and Deep Clean Services for eligible West Sussex residents with disabilities	September 2018
	Cabinet Member for Adults and Health	Endorsement of Future arrangements for District and Borough Wellbeing Hub Services	September 2018
	Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	December 2018
Strategic Budget Options 2019/20			
	Cabinet Member for Adults and Health	Adults In-house Social Care services - Choices for the Future	October 2018
	Cabinet Member for Adults and Health	Housing Related Support	September 2018
	Cabinet Member for Adults and Health	Local Assistance Network (LAN) Funding	September 2018
	Cabinet Member for Adults and Health	Minimum Income Guarantee for Working Age Adults	September 2018

Independence in Later Life

Cabinet Member for Adults and Health

Short Break Services for Family and Friends Carers (Adults)

The Cabinet Member for Adults and Health has approved the re-commissioning of a range of short break services for those providing care and support to an adult. The current configuration of services that provide short break services are in the final year of contractual agreement with the Council. The intention is that provision will focus on the different needs of these carers across the county.

Short Break Services for Family and Friends Carers will be part of a range of options that carers will be able to choose from and refer themselves into so as to gain respite. The services will be aimed at the 'cared for person' and include:

- Regular activity based sessions away from the home environment e.g. outings or

- clubs that are based at a venue. Weekday, weekend or evening provision;
- One to one support at home and trips out.

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

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added to Forward Plan	27 March 2018
Decision Month	September 2018
Consultation/ Representations	<p>There has been extensive stakeholder consultation, including all partners on the Carers Strategic Partnership Group. Carer Support West Sussex is undertaking an extensive survey of carers regarding respite experiences/need to inform the re-commissioning process.</p> <p>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.</p>
Background Documents (via website)	None
Author	Mark Greening Tel: 033 022 23758
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Integrated Advocacy Services

This decision concerns the endorsement of the undertaking of a procurement exercise for integrated advocacy services to be delivered from April 2019, jointly with Brighton & Hove City Council and East Sussex County Council.

The Council currently commissions a number of separate advocacy services; some jointly funded with West Sussex Clinical Commissioning Groups (CCGs). A decision was made in April 2018 to extend a number of these contracts until 31 March 2019, to allow for discussion and consideration of an integrated advocacy contract and procurement options with neighbouring Local Authorities.

It is anticipated that a joint service will improve quality for service users and Council staff; give one point of access for service users and referrers, reduce duplication of services and reduce associated management costs.

The Cabinet Member will be asked to agree to the commencement of a procurement exercise to run from July 2018 to January 2019 and to delegate authority to the Director of Adult's Services to award the contract from April 2019 for a period of four years with an option to extend for a further two years at a cost of not more than £870,000 per annum.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added to Forward Plan	2 July 2018
Decision Month	September 2018
Consultation/ Representations	WSSC Commissioners / CCG Colleagues / Provider Market Engagement 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	Liz Merrick Tel: 033 022 23733
Contact	Erica Keegan - Tel: 033 022 26050

A Council that works for the Community

Executive Director Children, Adults, Families, Health and Education

Pilot of Minor Adaptations and Deep Clean Services for eligible West Sussex residents with disabilities

West Sussex County Council, West Sussex District and Borough Councils and West Sussex Clinical Commissioning Groups have agreed proposals for a two-year pilot of a minor home adaptations and a deep clean service for eligible West Sussex residents with disabilities. The aim is to facilitate a simple and timely process for the provision of minor home adaptations costing under £1,000 and deep cleans costing under £1,500. It is intended that the scheme will enable these services to be delivered without the need for formal applications for Disabled Facilities Grant, providing a more efficient and effective service for both the service user and for the Councils.

The proposal is for the County Council to source and manage the contracts and funding for both these services. Existing contracts will be utilised where possible. Funding for the pilot will be through top slicing Disabled Facilities Grant, paid via the Better Care Fund, as agreed by the District and Boroughs.

The Cabinet Member for Adults and Health will be asked to delegate authority to the Executive Director Childrens Adults Families Health and Education, for the sourcing of service contracts and management of Disabled Facilities Grant funding by the Council, to enable a two-year pilot of a minor home adaptations and a deep clean service for eligible West Sussex residents with disabilities to an initial sum not exceeding £600,000.

Decision By	Kim Curry - Executive Director Children, Adults, Families, Health and Education
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	24 August 2018
Decision Month	September 2018
Consultation/ Representations	West Sussex Chief Executives Board, West Sussex Adaptations Group, Disabled Facilities Grant Transformation Board. Representations concerning this proposed decision can be made to the Cabinet Member 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	Sue Tivey Tel: 033 022 24145
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Endorsement of Future arrangements for District and Borough Wellbeing Hub Services

The West Sussex Wellbeing Programme is a partnership between West Sussex County Council and the seven district and borough councils to improve the health and wellbeing of the population and reduce health inequalities. The programmes are targeted based on local needs and include interventions to manage weight, increase levels of physical activity, reduce harmful levels of drinking, support individuals to learn to cook, give support with fuel poverty and help increase strength and balance. Services offer those living and working in the county one-to-one and group support, advice and referral and signposting to other services. Support can be accessed online, by phone and in person at the Hubs. The current partnership agreement (decision report [CW0715-16](#) refers) expires in March 2019.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	9 August 2018
Decision Month	September 2018
Consultation/ Representations	District and Borough Councils 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)	Previous Decision Report CW07 (15/16)
Author	Tamsin Cornwall Tel: 033 022 28709
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Mortuary Services for West Sussex

The County Council provides mortuary services throughout the county for the bodies of those who die in West Sussex where the death is referred to the Coroner. Current arrangements for this service are due to expire in 2019.

An open procurement process to determine a future model for this provision has been undertaken by the County Council from May 2018. This process includes the option of a new mortuary built by a third party for use by the County Council to meet the service need.

The Cabinet Member will be asked to agree proposals for future mortuary services for West Sussex and if appropriate to delegate authority to the Director of Communities to award a contract to the successful bidder for a design and build project to run from October 2018, subject to the submission of a satisfactory bid.

The contract would need to overlap with the existing contracts to ensure the seamless provision of essential services during the design and any build phase. The existing contracts may be terminated on six months' notice once the progress of a design and build contract is clear and a date for the commencement of the new arrangement is established.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	4 June 2018
Decision Month	December 2018
Consultation/ Representations	<p>There has been market consultation with seven potential suppliers.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health at County Hall, Chichester by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Decision report SSC03 (18/19)
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Strategic Budget Options 2019/20

As part of the County Council's budget process 2019/20 and in light of current financial challenges, Cabinet Members will be asked to determine various portfolio budget proposals as set out below.

Cabinet Member for Adults and Health

Adults In-house Social Care services - Choices for the Future

Adults' in-house social care services are currently comprised of twenty one building based services, with 900 services users, 500+ staff, a county wide Shared Lives service with 90 paid carers, with a current budget of £11m. As part of the wider change programme currently underway within the Children's, Adults, Family, Health and Education directorate, work has been undertaken to consider how best to develop and deliver services and customer outcomes that:

- Reach people earlier and be at the heart of local communities;
- Help people access community solutions and improve their connections with others to reduce isolation and loneliness;
- Focus on need rather than customer "labels" and help people maximise their strengths to develop and maintain skills that will support independence and control;
- Emphasise the importance of being highly responsive when people are in crisis and developing a plan that helps them to regain as much independence as possible
- Contribute to sustainability in the social care market place
- Actively seek to build partnerships in the community to provide local solutions

Following extensive engagement, research and analysis and engagement with staff and service users, the Cabinet Member for Adults and Health will be asked to consider the evidence base collated (including demand predictions; external market provision; current in-house provision compared to need; cost; condition, location and current usage of buildings) and support the delivery of a proposed 5 year phased plan through three key activities:

- **Activity block 1** – Remodelling of Day Service provision and implementation of new Day Opportunity service. Years 1 to 3 – 2018-21;
- **Activity block 2** – Aligning decisions and Capital investment for residential/24hr service with strategic priorities in the Adults Commissioning plan. Year 1 – 2018-19; and
- **Activity block 3** – Commencement of implementation of a priority plan for reconfigured residential/24hr service provision. Years 2019-22.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added to Forward Plan	29 March 2018
Decision Month	October 2018
Consultation/ Representations	Extensive engagement on developing the service model has taken place during 2016/17, including staff engagement sessions, families and carers, people using the services.

	<p>Following the work done on 2016/17 extensive engagement was done on the service proposals in April and May18 with the findings published here in July 2018.</p> <p>The Cabinet Members for Adults and Health and Finance and Resources have been consulted.</p> <p>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.</p>
Background Documents (via website)	In House Social Care Options Appraisal Available from Lead Officer
Author	Barry Poland Tel: 033 022 28770
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Housing Related Support

The County Council commissions a range of housing related support services through contracts with voluntary sector organisations. The services involved include specialist accommodation based schemes for residents who are at risk of homelessness as well as 'floating support' to residents living in community settings.

Funding to support these services used to be provided to the County Council via a ring fenced grant government grant as part of the Supporting People programme. This was removed in 2011, since when the County Council has continued to fund services from its base budget. In view of the discretionary nature of many of the services involved it is proposed that consideration be given to whether these services are sustainable and so the Cabinet Member will be asked to approve a process which could lead to the termination of current housing support contracts with providers from April 2019 onwards. This process of engagement will be used to gather evidence to inform funding decisions in December 2018 and to plan for their impact.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added to Forward Plan	29 August 2018
Decision Month	September 2018
Consultation/ Representations	<p>District and Borough Council, providers Health and Adult Social Care Select Committee</p> <p>Representations should 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.</p> <p>The decision will be followed by a period of engagement and representations to inform future funding.</p>
Background Documents (via website)	None
Author	Mark Dow Tel: 033 022 27513
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Local Assistance Network (LAN) Funding

The Local Assistance Network (LAN) was established in 2013 to replace a number of discretionary benefits for households in crisis situations which had previously been available through the benefits system. A ring fenced grant to support this spending was originally provided by Department of Work and Pensions but this was removed in 2015. Although the scale of the County Council's commitment has reduced since then, the LAN budget remains £0.800m per annum.

The Cabinet Member will be asked whether to agree to the further reduction of Local Assistance Network (LAN) funding to £200,000 per annum from April 2019. The decision will open a period of engagement to gather evidence to inform this decision in the context of an impact assessment.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	29 August 2018
Decision Month	September 2018
Consultation/ Representations	<p>District and Borough Councils and Voluntary Sector Partners Health and Adult Social Care Select Committee</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health by the beginning of the month in which the decision is due to be taken.</p> <p>The decision will be followed by a period of engagement and representations to inform future funding.</p>
Background Documents (via website)	None
Author	Ivan Western Tel: 033 022 23740
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Minimum Income Guarantee for Working Age Adults

People receiving local authority-arranged care and support other than in a care home need to retain a certain level of income to cover their living costs. Under the Care Act 2014, charges for care must not reduce people's income below a certain amount but local authorities can allow people to keep more of their income if they wish. This amount is known as the Minimum Income Guarantee (MIG).

Up until now, for working age adults West Sussex County Council has set its level *above* the statutory minimum set by the government. The Cabinet Member will be asked to consider a proposal to reduce the Minimum Income Guarantee in line with the statutory minimum from 1 April 2019.

The Cabinet Member will be asked to start a period of engagement with stakeholders to inform a further decision in December 2018, which will determine whether financial assessment of customer contributions for working age adults receiving County Council arranged care and support, other than in a care home, will be based on the statutory Minimum Income Guarantee with effect from 1 April 2019.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	29 August 2018
Decision Month	September 2018
Consultation/ Representations	Internal and external stakeholders Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health at County Hall by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Dave Sargeant Tel: 033 022 23908
Contact	Erica Keegan Tel: 033 022 26050