

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:

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|--------------------------------------|---|
| 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: 2 September 2024

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

| Decision Maker | Subject Matter | Date |
|--|--|----------------|
| Director of Adults and Health (Alan Sinclair) | Award of Contract Care and Support at Home Services | September 2024 |
| Director of Adults and Health (Alan Sinclair) | Direct Award Homelessness and Domestic Abuse Housing Related Support contracts in West Sussex | September 2024 |
| Director of Adults and Health (Alan Sinclair) | Direct Award of Pathways Home Housing Related Support contracts in West Sussex | September 2024 |
| Director of Adults and Health (Alan Sinclair) | Contract Award - Day Opportunities, Supported Employment and Volunteering services for Adults with Learning Disabilities and/or Autism | September 2024 |
| Cabinet Member for Adults Services (Cllr Amanda Jupp) | Recommissioning and procurement: Statutory Advocacy Services | September 2024 |
| Director of Adults and Health (Alan Sinclair) | 2025-2026 Better Care Fund Section 75 Agreement | September 2024 |
| Director of Adults and Health (Alan Sinclair) | Commissioning Residential and Nursing Care Homes (Adults with Mental Health Needs) | September 2024 |
| Director of Adults and Health (Alan Sinclair) | Award of Contract Community Reablement Service | November 2024 |
| Cabinet Member for Adults Services (Cllr Amanda Jupp) | Recommissioning and Procurement - Direct Payment Support Service | December 2024 |
| Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer) | NHS Sussex Shared Delivery Plan Refresh Year 2 | September 2024 |
| Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer) | Healthy Child Programme Commissioning | December 2024 |

Adults Services

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.

A decision was taken in January 2024 ([AS03\(23/24\)](#)) to extend the current contract arrangements and to commence the procurement of care and support at home services with new contracting arrangements planned to commence on 29th September 2024.

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 awards.

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| Decision by | Director of Adults and Health (Alan Sinclair) |
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| Date added | 11 April 2023 |
| Month | September 2024 |
| Consultation/ Representations | <p>Consultation has been undertaken with the care and support at home care market.</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) | Juliette Garrett Tel: 033 022 23748 |
| Contact | Erica Keegan Tel: 033 022 26050 |

Direct Award Homelessness and Domestic Abuse Housing Related Support contracts in West Sussex

The Director of Adults and Health will be asked to approve the direct award of five Housing Related Support contracts (Homelessness and Domestic Abuse) in West Sussex. The new contracts will have an initial term of eighteen months with the option to extend for up to a further twelve months and will commence on 1st October 2024.

Four of the contracted services provide support and accommodation to those experiencing homelessness and/or rough sleeping. The fifth contract provides refuge accommodation for those fleeing Domestic Abuse.

The services assist the council in meeting its statutory duties and some of the specific outcome priorities as detailed in the West Sussex Our Council Plan.

These are:

- Keeping people safe from vulnerable situations.
- A sustainable and prosperous economy.
- Helping people and communities to fulfil their potential.
- Making the best use of resources

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| Decision by | Director of Adults and Health (Alan Sinclair) |
| Date added | 3 July 2024 |
| Month | September 2024 |
| Consultation/ Representations | Representations concerning this proposed decision can be made via the officer contact. |
| Background documents (via website) | None |
| Lead officer (report author) | Sarah L Leppard Tel: 0330 022 23774 |

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| Contact | Erica Keegan Tel: 033 022 26050 |
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Direct Award of Pathways Home Housing Related Support contracts in West Sussex

The Director of Adults and Health will be asked to approve the direct award of six Housing Related Support contracts in West Sussex. These are the 'Pathways Home' services which are co-funded with our District and Borough partners. The new contracts will have an initial term of twelve months with the option to extend for up to a further twelve months and will commence on 1st April 2025.

All six contracts provide support to those who are experiencing or threatened with homelessness. Two of the services are delivered in an accommodation based setting whereas the other four services are delivered on a floating support basis.

The services assist the council in meeting its statutory duties and some of the specific outcome priorities as detailed in the West Sussex Our Council Plan.

These are:

- Keeping people safe from vulnerable situations.
- A sustainable and prosperous economy.
- Helping people and communities to fulfil their potential.
- Making the best use of resources

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| Decision by | Director of Adults and Health (Alan Sinclair) |
| Date added | 3 July 2024 |
| Month | September 2024 |
| Consultation/ Representations | Representations concerning this proposed decision can be made via the officer contact. |
| Background documents (via website) | None |
| Lead officer (report author) | Sarah L Leppard Tel: 0330 022 23774 |
| 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 (WSCC) 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 approved a decision to award contracts for new Day, Employment, Volunteering Support and Prevention Services to commence on 1st July 2024 for a period of three (3) years with the option to extend for a further one (1) year, as set out in key decision report [OKD06 \(24/25\)](#). However, three of the lots sought during the procurement were not awarded leaving a gap in provision for adults in some areas of the County.

The Commissioning Team have been holding conversations and negotiating with the incumbent service providers from the previous contracts to seek interim arrangements whilst long-term solutions are sought. The Director of Adults and Health will be asked to award the remaining contract(s).

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| Decision by | Director of Adults and Health (Alan Sinclair) |
| Date added | 9 October 2023 |
| Month | September 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 Taunton: Tel: 033 022 26050 |

Recommissioning and procurement: Statutory Advocacy Services

The term advocacy is used to describe the support given to individuals to allow their voice to be heard and their wishes to be expressed in situations where they may be unable to do this fully by themselves. Advocates and advocacy providers work in partnership with the people they support and promote social inclusion and equality.

Statutory advocacy supports people who due to a disability, health condition, communication difficulty, financial circumstances or social attitudes, find themselves in a position where their ability to exercise choice or represent their own interests is limited, or where processes are particularly complex to navigate, such as social care and health pathways.

There are statutory duties for the following advocacy provision:

- Independent Mental Capacity Advocates (IMCA) and Relevant Paid Person’s Representative (RPPR) under the Mental Capacity Act 2005
- Independent Mental Health Advocates (IMHA) under the Mental Health Act 2007
- Independent Care Act Advocacy (ICAA) under the Care Act 2014

The contract for the current service was jointly commissioned in partnership with Brighton & Hove City Council, East Sussex County Council and the NHS, the contract was extended in March 2023, Key decision [OKD65 \(22/23\)](#), and comes to an end on 30th June 2025. Brighton & Hove City Council are the lead commissioner for the partnership arrangement. The County Council intends to seek agreement from the Cabinet Member for Adults Services for a future partnership arrangement for these services.

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| Decision by | Cabinet Member for Adults Services (Cllr Amanda Jupp) |
| Date added | 8 August 2024 |
| Month | September 2024 |
| Consultation/ Representations | Consultation is being led by Brighton & Hove City Council as the lead commissioner for the partnership arrangement. Representations concerning this proposed decision can be made to the decision-maker, via the contact officer. |
| Background documents (via website) | None |
| Lead officer (report author) | Lucie Venables Tel: 07955 313325 |
| Contact | Erica Keegan Tel: 033 022 26050 |

2025-2026 Better Care Fund Section 75 Agreement

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 (WSCC) and West Sussex Integrated Care Board (ICB), to the benefit of the BCF Programme.

The extension and variation of the BCF Section 75 agreement has been appraised by County Council Legal Services.

As 2024/25 national planning guidance requires agreements to be signed and in place by 30 September, an update to the financial schedules of the agreement is proposed documenting the 2024/25 income and expenditure.

This decision will confirm that WSCC will extend the BCF Section 75 agreement for 1st April 2024 to 31st March 2025.

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| Decision by | Director of Adults and Health (Alan Sinclair) |
| Date added | 14 August 2024 |
| Month | September 2024 |
| Consultation/ Representations | Representations, on the proposed decision, can be made via the officer contact. |
| Background documents (via website) | None |
| Lead officer (report author) | Paul Wilmette Tel: 033 022 26503 |
| Contact | Erica Keegan Tel: 033 022 26050 |

Commissioning Residential and Nursing Care Homes (Adults with Mental Health Needs)

Residential and nursing care home services for adults with mental health needs are purchased by the County Council on behalf of people who have been assessed as having eligible social care needs.

The County Council has published a Commissioning Strategy and is in the process of developing a Market Position Statement and Public Mental Health Needs Assessment that will include intentions for how the County Council will procure this type of provision in the future. It is proposed that residential and nursing services will be recommissioned providing the opportunity for co-production with residents and care providers to ensure that they align with our vision and intentions for this care market going forward.

To allow sufficient time for the recommissioning and ensure that the new arrangements are informed by the Commissioning Strategy and emerging Market Position Statement and Public Mental Health Needs Assessment, it is proposed that current provision is continued via direct award of contracts to residential care and nursing homes in West Sussex under new terms and conditions.

The Director of Adults and Health will be asked to approve the direct award of contracts for the provision of residential and nursing care home services for Adults with Mental Health needs until October 2027, at the latest.

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| Decision by | Director of Adults and Health (Alan Sinclair) |
| Date added | 21 August 2024 |
| Month | September 2024 |
| Consultation/ Representations | Representations regarding this proposed decision can be made via the officer contact. |
| Background documents (via website) | None |
| Lead officer (report author) | Lucie Venables Tel: 07955 313325 |
| Contact | Erica Taunton Tel: 033 022 26050 |

Award of Contract Community Reablement Service

West Sussex County Council (WSSCC) 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 31st March 2025.

Following a key decision taken by Director of Adults and Health (Alan Sinclair) to progress a full procurement process to reprocure this service from 1 April 2025, the Director of Adults and Health will be asked to award the contract to the successful bidder.

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| Decision by | Director of Adults and Health (Alan Sinclair) |
| Date added | 18 July 2024 |
| Month | November 2024 |
| Consultation/ Representations | Engagement activity undertaken in April/May 2024 through the commissioning activity related to the Community Reablement Service. Representations on the 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 |

Recommissioning and Procurement - 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 an agreed way which will meet their assessed care needs. Direct Payment Support Services are a statutory requirement 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.

The contract for the current service, extended in November 2023 (Key Decision [OKD35 23 24](#)), comes to an end on 13th February 2026. A consultation and coproduction project will be occurring across summer 2024 to identify, appraise options for and propose a model of delivery for the future of these services. The County Council intends to seek agreement from the Cabinet Member for Adults Services to carry out the proposed option to meet this statutory requirement from February 2026.

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| Decision by | Cabinet Member for Adults Services (Cllr Amanda Jupp) |
| Date added | 27 August 2024 |
| Month | December 2024 |
| Consultation/ Representations | <p>A survey will be circulated in July – August 2024 to consult on this decision, and co-production events are planned for August/September 2026 to further consult on this decision.</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

NHS Sussex Shared Delivery Plan Refresh Year 2

The Department of Health and Social Care published guidance in late December 2022 for Integrated Care Boards (ICBs) to develop a five-year joint forward plan (the Shared Delivery Plan). The NHS Sussex Shared Delivery Plan (SDP) ([‘Our Plan for our Population’](#)) was written as a single plan that incorporated the NHS Operating Plan requirements for 2023/24 and the delivery plan for the five-year Sussex Health and Care Improving Lives Together Strategy. It sets out how partners will work together over the next five years to make the ambition into a reality, to improve the lives of local people by supporting them to live healthier for longer and making sure they have access to the best possible services when they need them.

The Council's Cabinet gave their support to the plan at their meeting on [20 June 2023](#), with the final plan launched by NHS Sussex on the 75th anniversary of the NHS on 5 July 2023.

NHS Sussex and partner organisations are required to prepare an annual refresh of the joint forward plan before the start of each financial year, setting out how they intend to exercise their functions in the next five years. To provide the opportunity to reflect on the 2024/25 priorities and operational planning guidance, NHS England has set 30 June 2024 as the date for ICBs to publish and share their updated joint forward plans. NHS Sussex are required to engage and consult with partners during this process and are seeking the County Council's support and approval for the document prior to 30 June 2024.

The Cabinet Member for Public Health and Wellbeing is asked to approve the NHS Sussex Shared Delivery Plan Refresh Year 2 on behalf of the County Council.

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| Decision by | Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer) |
| Date added | 29 May 2024 |
| Month | September 2024 |
| Consultation/ Representations | Representations concerning this proposed decision can be made via the officer contact. |
| Background documents (via website) | None |
| Lead officer (report author) | Alison Thomson Tel: 0330 333 4132 |
| Contact | Erica Keegan Tel: 033 022 26050 |

Healthy Child Programme Commissioning

The Health and Social Care Act 2012 sets out the statutory responsibility for the 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, referred to as the Healthy Child Programme (HCP). This is 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 2025.

Following a procurement process agreed by the Cabinet Member for Public Health and Wellbeing, the Cabinet Member will be asked to award the contract(s).

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| Decision by | Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer) |
| Date added | 26 January 2024 |
| Month | December 2024 |

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| Consultation/ Representations | Consultation with families using Healthy Child Programme Services via the Your Voice Engagement Hub during February 2023. Representations on this proposed decision can be made via the officer contact. |
| Background documents (via website) | None |
| Lead officer (report author) | Fiona Mackison Tel: 033 022 27049 |
| Contact | Erica Keegan Tel: 022 033 26050 |