

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: 21 February 2025

Contact	Adam Chisnall Tel: 033 022 28314
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Adults Services

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

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	3 July 2024
Month	February 2025
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 Taunton 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 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).

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	9 October 2023
Month	February 2025
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

Hospital Discharge Care Contracts

West Sussex County Council (WSCC) as a partner of the Integrated Care System (ICS) works with the Integrated Care Board (ICB) and wider health and social care system partners to ensure sufficient provision is available to support people to be discharged out of hospital returning to their own homes where possible. Where people are able to go home from hospital but require support to do so they can return home with services provided through 'Home First'.

The Council has commissioned Hospital Discharge Care contracts since 2020 to deliver care and support alongside Sussex Community NHS Foundation Trust to people being discharged from hospital as part of the Home First offer. The current contractual arrangements expire on 31 March 2025.

A decision was taken on 08 August 2024 ([Ref: Key Decision AS3 24/25](#)) to commence a procurement of the Hospital Discharge Care Services with the award of contracts to be delegated to the Director of Adults and Health. This subsequent decision to be taken following the completion of the procurement exercise will be a requirement for the Director of Adults and Health to award the Hospital Discharge Care Contracts with new contracts expected to commence on 1 April 2025.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	12 September 2024
Month	February 2025
Consultation/ Representations	<p>Engagement activity was undertaken in April/May 2024 through the commissioning activity related to the Community Reablement Service & Home First.</p> <p>Representations regarding this proposed decision can be made via the officer contact.</p>
Background documents (via website)	None
Lead officer (report author)	Abbie Johnson Tel: 033 022 22167
Contact	Erica Taunton Tel: 033 022 26050

Extra Care Commissioning arrangements

West Sussex County Council commissions the provision of care and support at 17 Extra Care schemes in West Sussex. Extra Care schemes combine accommodation with care and support services. It is intended that arrangements are put in place to extend the existing care and support service contracts to ensure that they are coterminous. A full procurement process to reprocur these services and Contract Award will then follow.

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	5 December 2024
Month	February 2025
Consultation/ Representations	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 Taunton Tel: 033 022 26050

Re-commissioning 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.

Decision by	Cabinet Member for Adults Services (Cllr Amanda Jupp)
Date added	27 August 2024
Month	March 2025

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 Taunton Tel: 033 022 26050

Annual review of fees paid to independent providers of adult social care

Rates and fees paid to independent providers of adult social care provision in the community and in accommodation based services are subject to annual review. 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 and rates for supported living, shared lives; extra care and other community-based services.

Decisions on fees to be paid in the financial year 2025-26 will take account of a range of information, including but not limited to; recent decisions on National Living Wage, the current market position, the need and demand for services, the Council's strategic priorities, financial challenges for providers of care and support services and the financial position for the Council and the adult social care budget. During 2024 commissioners have engaged with representatives of the adult social care market to reflect feedback on the challenges for the market in preparation for the review of fees.

The Director of Adults and Health will be asked to agree the fees and rates paid for commissioned services related to adult social care and health for 2025-26.

Decision by	Director of Adults and Health (Alan Sinclair)
Date added	10 January 2025
Month	March 2025
Consultation/ Representations	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 Taunton Tel: 033 022 26050

Public Health and Wellbeing

Direct Award of Public Health Services (NHS Health Check Programme, Smoking Cessation, Long Acting Reversible Contraception, Emergency Hormonal Contraception, Alcohol Identification and Brief Advice)

The County Council currently commissions GP practices and community pharmacies in West Sussex to provide the NHS Health Check Programme and smoking cessation services. GP practices are also commissioned to provide Long Acting Reversible Contraception (Contraceptive Implant and Intra-Uterine Contraceptive Device), and community pharmacies to provide Emergency Hormonal Contraception (EHC) and Alcohol Identification and Brief Advice (contract end date: 31 March 2025 [OKD36 \(24/25\)](#)).

In line with the conditions of the Government's Public Health Grant, local Authorities in England are required to provide a number of mandated (prescribed) functions to improve the health of their local population and reduce inequalities. This includes the NHS Health Check Programme, and provision of contraception services. Other requirements (non-prescribed) for the use of the grant, include preventing and reducing harm from alcohol misuse in adults.

The new arrangement will be effective from 1 April 2026 and is proposed to run for three (3) years with the possibility of a further extension of up to two (2) years built into the terms of the contract. The Contract will be funded through the Public Health Grant.

The Cabinet Member for Public Health and Wellbeing will be asked to approve a Direct Award using the Provider Selection Regime (PSR) which came into force on 1 January 2024, as part of regulations made under the Health and Care Act 2022. PSR is a set of rules for procuring healthcare services in England and is intended to increase flexibility and collaboration in commissioning decisions.

Decision by	Cabinet Member for Public Health and Wellbeing (Cllr Bob Lanzer)
Date added	7 February 2025
Month	October 2025
Consultation/ Representations	Representations, with respect to this 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 Taunton Tel: 033 022 26050