



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: 27 November 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	Approval of the Vision and Strategy for Adult Social Care	January 2019
 A Council that works for the Community		
Director of Adult Services	Procurement of a Direct Payment Support Service	December 2018
Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	May 2019
Executive Director Children, Adults, Families, Health and Education	Short Break Services for Family and Friends Carers (Adults)	January 2019
Strategic Budget Options 2019/20		
Cabinet Member for Adults and Health	Housing Related Support	December 2018
Cabinet Member for Adults and Health	Minimum Income Guarantee for Working Age Adults	December 2018
Cabinet Member for Adults and Health	Local Assistance Network (LAN)	December 2018

Independence in Later Life

Cabinet Member for Adults and Health

Approval of the Vision and Strategy for Adult Social Care

The County Council is proposing to set out a vision and strategy for Adult Social Care that will detail the ambition for West Sussex to continue to be a great place to grow older and an inclusive place for all adults with disabilities, mental health issues and their carers. To support this goal, within the context of an ageing population and a challenging financial position, adult services needs to change. Furthermore adult services needs to make progress on the requirement to achieve integrated services with the NHS. The strategy to deliver the vision is to work at a local level and support individuals to remain outside of services for as long as possible, maximising individual strengths and local assets to support this outcome. Reviewing customer pathways to support these goals, adopting a different approach to commissioning, changing our in-house provider offer and supporting a resilient workforce will all contribute to the delivery of this strategy. However working with partners and stakeholders to co-produce future delivery models and provide jointed up services is also fundamental.

The Cabinet Member for Adults and Health will be asked to endorse the vision and strategy for Adult Social Care.

Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added to Forward Plan	15 November 2018
Decision Month	January 2019
Consultation/ Representations	<p>External - Consultation will commence on the 15th November 2018 and run until the 14th December 2018 via the "have your say" section of the website, accompanied by a survey, this will include an 'easy read' version. Paper copies of these documents will be provided on request by contacting the report author.</p> <p>Notifications about the consultation containing website links will be sent out through all stakeholder networks including: The District and Boroughs, Health Watch, Carers and other Voluntary Sector Organisations. Letters will be sent to key Chief Officers within the local health organisations and District and Boroughs as well as all local MP's.</p> <p>Internal - The vision and strategy will be discussed and shared at Health and Social Care Select Committee (HASC) on the 15th November 2018 and Information with links for staff will be sent out through internal communication channels</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>
Background	None

Documents (via website)	
Author	Sarah Farragher Tel: 033 022 28403
Contact	Erica Keegan - 033 022 26050

A Council that works for the Community

Director of Adult Services

Procurement of a Direct Payment Support Service	
<p>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 purchase support to meet their assessed care and support needs. A Direct Payment Support service is required to ensure that people can receive the appropriate advice and support to make the best use of their money, including the employment of a Personal Assistant.</p> <p>Following Cabinet Member decision, in February 2018, to commence a competitive procurement exercise for a Direct Payment and Personal Budget Support Service and to delegate responsibility to award the contract to the Director of Adult Services (Reference Cabinet Member Decision Report AH6 17.18.) the Director of Adult Services now seeks to award the contract.</p> <p>A robust open tender procurement process in compliance with West Sussex County Council Standing Orders on Procurement and Contracts has been undertaken. The procurement attracted a good number of competitive bids which have been evaluated robustly on both technical and financial aspects. Prior to commencement of evaluation, it was agreed that the contractor submitting the most economically advantageous tender would be recommended for award of the contract and a successful bidder has been identified.</p> <p>The Director of Adult Services seeks to award the contract to the successful bidder and to extend the contract, if appropriate, in accordance with the County Council's Standing Orders on Procurement and Contracts, subject to this being affordable within the limits of planned budgets.</p>	
Decision By	- Director of Adult Services
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 November 2018
Decision Month	December 2018
Consultation/ Representations	Representations concerning this proposed decision can be made to the Director of Adult Services, via the officer contact, by the beginning of the month in which the decision is due to be taken.

Background Documents (via website)	Background to decision AH6 17-18 Report
Author	Liz Merrick Tel: 033 022 23733
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Mortuary Services for West Sussex	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
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	May 2019
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

Executive Director Children, Adults, Families, Health and Education

Short Break Services for Family and Friends Carers (Adults)

Following Cabinet Member decision, in September 2018, (Reference Cabinet Member Decision Report AH3 18.19) to commence a competitive tender process to commission a range of carer short breaks to begin on 1 April 2019 authority was delegated to the Executive Director, Children, Adults, Families, Health, and Education to approve the award of Preferred Bidder Status to a number of providers. Contracts will be awarded to the bidders submitting the tenders that best meet requirements. Authority has also been delegated to the Executive Director, Children, Adults, Families, Health and Education to agree to future extensions of the contracts up to a maximum of two years. The Executive Director, Children, Adults, Families, Health and Education will be asked to give approval to enter into Post Tender Negotiations which will allow the Authority to seek and secure any further areas that may add value.

A Procurement Process, compliant with West Sussex Standing Orders and European Union Procurement Directives, is currently underway. It is being led by a Procurement Manager from within the Integrated Adults Commissioning Team of West Sussex County Council with advisory, assessment and evaluation input from colleagues from within the Council.

Decision By	- Executive Director Children, Adults, Families, Health and Education
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	27 November 2018
Decision Month	January 2019
Consultation/ Representations	<p>Extensive stakeholder consultation and engagement including all partners on the Carers Strategic Partnership Group. In addition, Carer Support West Sussex undertook an extensive survey of carers regarding respite experiences to inform the re-commissioning process.</p> <p>Representations concerning this proposed decision can be made to the Executive Director Children, Adults, Families, Health and Education, 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

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

Housing Related Support	
<p>The County Council commissions a range of housing related support services through contracts with voluntary sector organisations. The services include specialist accommodation based schemes for residents who are risk of homelessness as well as non-accommodation services to residents living in community settings.</p> <p>These services used to be funded via a ring-fenced government grant as part of the Supporting People Programme. This was removed in 2011, and since then the 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 it is sustainable and appropriate to continue to fund some or all of these services. A process of engagement to gather evidence to inform this funding decision and to plan for its impact will finish on 3 December 2018.</p> <p>The County Council will be working closely with district and borough partners and the voluntary sector, throughout the engagement period, to look at how requirements can be met in the future. This work will ensure that the County Council's responsibilities for the care and wellbeing of vulnerable adults and children can be met in a coordinated way. The County Council will look at financial sustainability in the context of the range of other service responsibilities the councils carry and future pressures that have to be planned for.</p> <p>The Cabinet Member will be asked to consider the outcome of the engagement and proposals for the County Council's future funding arrangements for housing related support services from.</p>	
Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Strategic Budget Options 2019/20
Date added to Forward Plan	8 November 2018
Decision Month	December 2018
Consultation/ Representations	<p>District and Borough Councils/Voluntary Sector organisations/current providers</p> <p>Health and Adult Social Care Select Committee – 12 December 2018</p> <p>Representations should be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the</p>

	month in which the decision is due to be taken.
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

Minimum Income Guarantee for Working Age Adults	
<p>For West Sussex residents receiving publicly arranged care and support, the Care Act 2014 requires the County Council to ensure that they have sufficient money to cover day-to-day living costs. This is known as the Minimum Income Guarantee. Up until now, the County Council has set its level above the statutory minimum set by the Government, for those residents of working age (under 65 years). In view of the financial situation facing the County Council, a period of engagement with affected residents and stakeholders has been undertaken to consider the potential impact of reducing the level of Minimum Income Guarantee to the statutory level. The period of engagement will conclude on 3 December 2019.</p> <p>The Cabinet Member will consider the outcome of the engagement and consider 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 April 2019.</p>	
Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Strategic Budget Options 2019/20
Date added to Forward Plan	8 November 2018
Decision Month	December 2018
Consultation/ Representations	<p>Residents/Voluntary organisations</p> <p>Health and Adult Social Care Select Committee – 12 December 2018</p> <p>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.</p>
Background Documents (via website)	None
Author	Deborah Robinson Tel: 033 022 28413

Contact	Erica Keegan Tel: 033 022 26050
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Cabinet Member for Adults and Health

Local Assistance Network (LAN)	
<p>The Council currently provides discretionary assistance to households in crisis situations through the Local Assistance Network (LAN). The LAN is delivered through a partnership with voluntary sector agencies which provide non cash based assistance, very largely on an 'in kind' basis, to households facing hardship as a result of a crisis or emergency.</p> <p>The scheme was launched in 2013 when funding for discretionary welfare provision was 'ring-fenced' for this purpose. The LAN now falls entirely on the Council's base budget. In the current financial context it is not considered sustainable to maintain expenditure on the LAN at the current level and a reduction is therefore proposed. A period of engagement is being undertaken to gather evidence to inform this decision and to establish the priorities for the use of this funding going forward.</p> <p>The Cabinet Member will be asked to consider the outcome of the engagement and whether County Council funding for the Local Assistance Network (LAN) should be reduced and to what level.</p>	
Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Strategic Budget Options 2019/20
Date added to Forward Plan	8 November 2018
Decision Month	December 2018
Consultation/ Representations	<p>District and Borough Councils and Voluntary Sector Partners Health and Adult Social Care Select Committee – 12 December 2018</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>
Background Documents (via website)	None
Author	Ivan Western Tel: 033 022 23740
Contact	Erica Keegan Tel: 033 022 26050