

**Interim Project Team – Children & Young Peoples’ Joint Commissioning
Actions Required to Support the Transition Towards a Joint Commissioning Unit**

An interim Project Team has been established to take forward the work to develop a Joint Commissioning Unit. There are a number of specific “technical” tasks that need to be completed in order for all partners to support the move towards a Joint Commissioning Unit. This action plan focuses on those specific tasks – making the assumption that the existing mechanisms for service user, community and clinical engagement will be utilised.

Task	Lead & Stakeholders	Date	Resources	Progress/Notes
1. Agree Terms of Reference and reporting arrangements for Interim Project Team	CP / JFD	Jan 08		Essential to ensure that the role of the Interim Project Team is clear. This will ensure that relationships to the existing Joint Commissioning Group, Children’s Trust Executive Board and Practice Based Commissioning is clarified. These will be taken to the JCG.
2. Set up 2 half day workshops prior to mid-March, to undertake specific focussed joint work to progress Joint Commissioning	JFD	Feb & March 08		The 2 half day meetings scheduled to discuss the subject of Service Integration have helped to clarify the vision and agree a way forward. Similarly, additional dedicated capacity is required for this area. These meetings will involve members of the Interim Project Team but also be open to members of the existing JCG.
3. <u>Scope of Joint Commissioning</u> Identify current commissioning processes within each organisation.	Interim Project Team	Feb meeting		This will enable each of the partner agencies to understand the wider commissioning context of each agency,

<ul style="list-style-type: none"> - Collate Terms of Reference for all groups which have an impact upon Joint Commissioning currently. - Consider if the existing structures / groups described above, are sufficient & future opportunities for locality input into Joint Commissioning process. 				<p>as well as where the areas of Joint Commissioning will fit into this</p> <p>Consider developments regarding integrated service delivery, locality working and Area Partnership Forums to future proof joint commissioning including the developing role of schools as commissioners.</p>
<p>4. <u>Agree scope of Joint Commissioning</u></p> <ul style="list-style-type: none"> - map all services currently commissioned by each agency (as above) - confirm exactly which services are to be included in the Joint Commissioning function and which services will remain under 'lead agency' commissioning (where this is the case, ensure that there are clear arrangements for this work to link into the Children's Trust). 	Interim Project Team	March Meeting		<p>Initial mapping of commissioned services across PCT & LA was shared at Joint Directors meeting of 31 Oct. Provide specific document for Children's Trust Executive Board, identifying exactly which services are included and excluded from Joint Commissioning Process</p>
<p>5. Identify current joint investments and SLAs in order to clarify responsibility of a named officer from the JCU /JCG to lead on each area.</p>	JCG & Interim Project Team			<p>The JCG have a breakdown of Joint Funding & existing SLAs with the voluntary sector. This work will focus on allocating responsibility for leading on specific areas / SLAs.</p>
<p>6. <u>Staffing</u></p> <ul style="list-style-type: none"> - map current commissioning roles across each organisation 	Interim Project Team	April – May 2008		<p>This will clarify functions and capacity</p> <p>Staff and JCG members will need to be involved in discussions</p>

<ul style="list-style-type: none"> - identify commissioning staff whose roles will be, either partially or fully, involved in the Joint Commissioning Unit - clarify which elements of people's functions will form part of the Joint Commissioning process, and which elements need to remain focussed on 'lead' agency commissioning responsibilities - identify 'indirect' support required from Performance Management, Finance, Contracts, ICT, etc - confirm process for joint working/utilisation of staff time (?secondment / employment rights) - ensure staff side / Union consultation & HR input - Agree CPD requirements – short & medium term - confirm that the staffing capacity is sufficient to enable the JCU/JCG to deliver the commissioning requirements - confirm Line Management arrangements (for both joint commissioning responsibilities and those responsibilities which remain within lead agency arrangements) - identify overall areas of work / focus of the staff within the Joint Unit - develop Job Descriptions for the role of Commissioners who will be part of the Unit to ensure clarity of roles. Develop mechanisms for reviewing Job Descriptions. 				
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<p>7. <u>Finance</u></p> <ul style="list-style-type: none"> - identify budgets associated with staffing capacity for Joint Unit. - identify financial resources for all services included in the Joint Commissioning Unit for each agency (operational financial management will remain with service providers) - agree joint/integrated financial & activity r-clarify/develop processes for identification of funding priorities, as well as process for feeding into PCT LDP, LA Budget setting processes, and other funding streams - consider opportunities for further development of Pooled Budget arrangements - Develop joint framework for evaluating external funding opportunities, including clear exit strategies - clarify budget management responsibilities and processes for managing under/over spends 	<p>Interim Project Team with support from Senior Accountants from each agency</p>	<p>April 2008</p>		<p>Commissioners will need to commission within designated budgets Two levels of finance management – allocation /use of budgets through commissioning process and financial management on a day to day basis through service provider. Service improvements reviews, different services commissioned and cost effectiveness reviews.</p>
<p>8. <u>Governance/Accountability</u></p> <ul style="list-style-type: none"> - clarify role of Joint Commissioning Group/other mechanism as Partnership Commissioning Group (this will need to include decision making process for approving commissioning developments as well as the decision making responsibilities of members of the Joint Commissioning Group who may also be providers of services) - agree arrangements for reporting into the C & YP Executive Board 	<p>Interim Project Team</p>	<p>March Meeting</p>		<p>PCT lead will work closely with colleagues in Practice Based Commissioning, particularly the C & YP Clinical Forum, DC Forum and PBC Clusters</p> <p>Identify schools lead to work with schools and schools forum regarding their developing role as commissioners</p>

<ul style="list-style-type: none"> - agree arrangements for regular performance reports into: - <ul style="list-style-type: none"> a) PCT Board & PEC b) Cabinet, Council & relevant Scrutiny Committee and other agency governance arrangements - define arrangements and thresholds for devolved responsibility/decision making - Agree any required amendments to Standing Financial Instructions & Financial Regulations & the route for amendments to Constitutions (including into the Children's Trust) - Agree process for the management of Serious Untoward Incidents & Complaints received by the JCU - agree mechanism for audit of processes, to be compliant with PCT and DMBC requirements - develop Partnership Agreement to ensure clarity of roles and responsibilities (including built in monitoring and evaluation) 				<p>Any changes with financial implications of £250,000 or above, will need to be taken to the PCT Board for prior approval</p> <p>Required to link into key decisions of Council and other financial decision making in other agencies as appropriate</p> <p>These will be factored into the developing Constitution</p> <p>Utilise existing Section 31 Partnership Agreements as template OR develop a section 10 agreement if involving more than DMBC and Health</p>
<p>9. <u>Joint Commissioning Processes/Mechanisms</u></p> <ul style="list-style-type: none"> - confirm agreed area of focus for the Joint Commissioning Unit in year 1 	<p>JCG / Interim Project Team</p>	<p>March Meeting</p>		<p>The Joint Senior Management Team held on 31 October 2007, agreed Joint priorities for the Joint Commissioning Process</p>

<ul style="list-style-type: none"> - for each of the agreed area identify: - <ul style="list-style-type: none"> → scope of services → budget for services → lead officer of Joint Commissioning Unit responsible for that specific area of work - confirm the framework for the development of joint service specifications - agree the process for identifying tensions/ gaps and reviews of resources - Identify: - <ul style="list-style-type: none"> - areas of good practice which can be built upon - areas where the Joint commissioning Unit / JCG can deliver early benefits of joint working - agree mechanisms for the development of contract templates that meet national requirements for all partner agencies, and reflect local Compact agreement. - Agree the interface with the Black Country Local Collaborative Commissioning Board, NHS Specialised Services Agency, and Children's Services Regional Commissioning Partnerships. 	<p>Interim Project Team/JCG JCG / Interim Project Team JCG/Interim Project Team</p>			<p>A Joint workshop will be held with the Interim Project Team & the JCG. Interim Project Team will need to work closely with the JCG to identify appropriate plans for each service area to be included.</p>
<p>10. <u>Communication & Engagement</u></p> <ul style="list-style-type: none"> - develop monthly briefing for all staff, service users and partners to update on: - <ul style="list-style-type: none"> → process for establishing joint commissioning → benefits 	<p>Interim Project Team & JCG</p>	<p>Feb meeting & ongoing</p>		<p>Confirm with the Participation Sub Group that appropriate arrangements are in place for the effective engagement of Children & Young People in the commissioning process</p>

<p>→agree priorities → action plan</p> <ul style="list-style-type: none"> - Hold Stakeholder conference (Voluntary Sector, Schools, GPs, Children’s Centres, Staff Groups) - Undertake specific work with PBC Clusters to look at how they will link into Joint Commissioning agenda & vice versa. - Undertake work with schools and Area Partnership Forums to look at how they will link into joint commissioning agenda and vice versa. - Explore possibilities of Budget Holding Lead Professionals 				<p>(Here By Right)</p> <p>Consider mechanisms for effective engagement of parents/carers in the commissioning process</p>
<p>11. <u>Clinical Engagement</u> - clarify arrangements for maintaining high quality clinical engagement (via C & YP Clinical Forum)</p>	<p>Interim Project Team</p>	<p>March Meeting</p>		
<p>12. <u>Monitoring, Evaluation and Review</u></p> <ul style="list-style-type: none"> - agree mechanisms for monitoring performance of the Joint Commissioning Process - Agree a framework for Service Improvement Reviews - agree mechanisms for maintaining effective clinical governance arrangements for commissioned services 	<p>Interim Project Team & JCG</p>	<p>March Meeting</p>		<p>This will be linked to the overall C&YP Impact Assessment. For annual review of C&YP plan and preparation for APA</p> <p>Specific work for the Joint Commissioning Unit will include the development of outcome focussed contracts, with agreed performance measures, and robust contract management with assessment of performance in achieving agreed outcomes.</p>

Interim Project Team Membership:-

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