

TERMS OF REFERENCE NORTH WALES REGIONAL COMMISSIONING BOARD



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**NORTH WALES SOCIAL CARE AND WELL-BEING
SERVICES IMPROVEMENT COLLABORATIVE**

Purpose

The North Wales Regional Commissioning Board will support and underpin the development and practice of strategic commissioning across Social Services and Health in both Adults and Children's services in North Wales identifying best practice and providing a consistent strategic approach across the region

Context

Local Authorities and the Health Board in North Wales have a responsibility to make sure that they have arrangements in place to enable effective strategic commissioning of services to deliver its statutory responsibilities. This requirement needs to take into account forthcoming legislation such as the Social Services and Well-Being (Wales) Act 2014, Wellbeing of Future Generations (Wales) Act 2015, Regulation & Inspection of Social care (Wales) Act 2016 and any other legislation that is in force, or that will come into force relating to strategic commissioning of services.

Local Authorities and the Health Board in North Wales have been proactive in developing a regional approach to elements of commissioning and procurement activities to date. A review of commissioning along with recommendations and options to ascertain the potential for a further formal regional approach to commissioning has been undertaken. Partners have agreed that there is a need for a strategic regional commissioning function across North Wales.

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Focus and Engagement

The focus of the Regional Commissioning Board will be to jointly oversee strategic commissioning across Adults and Childrens' services in North Wales for social care and health services and to promote integrated or collaborative commissioning and procurement where there are benefits of doing so. The Board will give assurances and direction to partners within a regional and national context, ensuring that the commissioning of services in North Wales is based on best practice, giving value for money and sustainable quality services. The Board will engage with key partners including local authority and health commissioners and procurement officers, independent providers and the third sector to:

- i) Identify areas where a regional or integrated strategic commissioning approaches are needed
- ii) Use local intelligence and evidence based practice (from across Wales, UK and further afield) to look at a regional and/or sub-regional approach/es to market shaping and service development
- iii) Have a strategic overview of the quality of service provision (strategic commissioning) and of the different service delivery models and their impact e.g. internal/external provision
- iv) Support the development of commissioning, contracting & procurement officers' skills and knowledge
- v) Have a strategic overview

Definition/s of strategic commissioning

“Commissioning is a set of activities by which services are planned and organised to best meet the outcomes required by their citizens. It involves understanding the population need, best practice and local resources and using these to plan, implement and review changes in services. It requires a whole system perspective and applies to services provided by Local Authorities and Health Boards as well as public, private and third sector services”

(Adapted from Fulfilled Lives, Supportive Communities section 7 Commissioning Guidance:

http://ipc.brookes.ac.uk/publications/pdf/Commissioning_framework_guidance_and_good_practice.pdf)

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“ Integrated commissioning brings together strategies, plans and processes across health and social care in order to align outcomes, resources, systems and practice for the benefit of patients, carers, users and citizens. It requires the synchronisation of planning and consultative processes, pays due attention to governance and accountability differences and is based on a full appreciation of the contribution to positive outcomes that different partners can make.

Integrated commissioning can bring benefits to the health and care system without integrating service delivery – although integration of delivery, where appropriate, can bring additional benefits for the patient experience and for more effective interventions.”

(As agreed in the ‘Strengthening the Connections – a framework for integrated commissioning in North Wales’ Report by Red Quadrant)

Role of the Regional Commissioning Board

Directors of Social Services and the Health Board and partners mandate the Board to develop and co-ordinate effective delivery of an endorsed regional work programme relating to strategic commissioning

The Board will collate and share information on good practice across the region

The Commissioning Board will provide/nominate appropriate resources (money and/or people) to deliver on the agreed work programme and any appointed task and finish groups established to deliver on the regional programme

It will be the role of the Commissioning Board to ensure that work streams being carried out by related stakeholder groups are linked into, compliment and do not duplicate the work plan of the Commissioning Board

It will be the role of the Commissioning Board and its members to provide information on progress to other related stakeholder groups

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Governance

The Board will have joint Health and Local Authority Chairs and be supported by a dedicated Regional Business Manager post and the North Wales Social Care & Wellbeing Improvement Collaborative's Head of Regional Collaboration

The Board will report to the North Wales Leadership Group through the Lead Directors and Chairs and will provide updates to the Partnership Board.

Members of the Board will remain accountable to their respective organisations

Members will ensure that information and links are made across the regional work streams i.e. safeguarding, integration, improvement and workforce

The Chairs, Head of Regional Collaboration and Regional Business Manager will link into the National Commissioning Board as members of that Board

Partner representatives will ensure that information and links are established within the relevant programme boards

Members of the Commissioning Board will report to the groups/organisations that they represent

Membership

NWSSIC Lead Director (co-Chair), Lead BCUHB Area Director (co-Chair)

Director/Head of Services/Strategic Commissioning Lead from the 6 North Wales Local Authorities (a fully briefed deputy is permitted) ensuring suitable representation across services for children and young people and adults of all ages

Area Directors, CHC Executive Lead, Associate Director of Contracting and 2 Heads of Service from BCUHB

Nominated senior representative from Public Health Wales

Head of Regional Collaboration & Regional Business Manager, Commissioning

Additional key stakeholder representations to be agreed as required or invited to specific discussions e.g. Housing, Finance, Education & Legal

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Quorum

In order for meetings to go ahead and decisions to be made, the minimum number of partners represented should be no less than 4 (across the 7 organisations)

Frequency of meetings

Meetings will be held bi-monthly.

Sub Groups/Task and Finish Groups

Where sub-groups or Task and Finish groups are established to complete specific projects on the work programme, these will be facilitated and managed by the Regional Business Manager working in conjunction with identified leads from partner organisations.

The Regional Business Manager and/or Chair of these groups will report to the Board.

Dealing with Sensitive Matters and Possible Conflicts of Interest

The Regional Commissioning Board may at times have to consider confidential information on matters related to strategic commissioning. Members are individually required to declare known conflicts of interests prior to commencement of meetings. The Board will determine whether or not any declaration necessitates exclusion from discussion/decision making on specific issues.

Review

It will be necessary to evaluate the effectiveness of the Regional Commissioning Board and adapt arrangements as necessary.

Terms of Reference will be reviewed annually and may also be altered at other intervals where required.

Proposed changes will be agreed at the Board.

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Regional Commissioning Board Sub-Groups & reporting structure to deliver the Programme of Work.

