

Commissioning Support Services Progress Report

Board Meeting

16 July 2012

1. Purpose

This paper provides an update on development of the South Yorkshire and Bassetlaw Commissioning Support Service (to be referred to as the SYB CBSS) and, specifically, on progress towards checkpoint 3 as required by the Department of Health. It seeks to assure the Trust Board that progress is in line with expected timelines.

2. Background

As the Trust Board will be aware the establishment of a CSS is an essential requirement in achieving authorisation of Clinical Commissioning Groups (CCGs). The CSS is expected to run in 'shadow' form during 2012/13, increasingly taking on commissioning support service responsibilities from the CCGs, before becoming fully operational from 1 April 2013.

3. Development Plan and Checkpoint 3

The Department of Health's Business Development Unit (BDU) has met twice with the CBSS Leadership Team to discuss its development plan following the outcome of Checkpoint 2. The development plan has been shared with the Advisory Group and a regular report will be provided to the Group on a monthly basis. This will provide assurance to the CCGs.

The Checkpoint 3 guidance has now been issued. This will require the development and submission of a Full Business Plan (FBP) by 31st August 2012. The purpose of checkpoint 3 is to assess commercial viability, provide assurance that the CSS is ready to trade and can be externalised from April 2016, to provide assurance to Clinical Commissioning Groups and other customers that the CSS is financially viable to deliver high quality and responsive services. The result of checkpoint 3 if successful is that a draft licence to operate under a shadow compliance regime, managed by the NHS Commissioning Board, will be provided.

Checkpoint 3 will consist of a financial model being developed and scrutinised, an independent financial due diligence report produced, an interview and site visit with the CSS leadership team by the NHS Commissioning Board and CCG and CSS staff surveys. The visit to South Yorkshire and Bassetlaw is scheduled for 12 September 2012.

The interim leadership team have now identified a programme of work which is required to be undertaken to ensure Checkpoint 3 is successful. A full report will be

provided to the September 2012 Trust Board on the Final Business Plan and the arrangements for the visits etc.

4. Governance Arrangements

The CBSS Advisory Group had held its second meeting and a copy of the minutes from the first meeting have been provided to the Trust Board together with the terms of reference for the Advisory Group.

5. Managing Director Interviews

The first stage of the process to appoint a Managing Director has concluded. The interim arrangements will remain in place for the CSS in South Yorkshire and Bassetlaw until further notice.

6. Assignment of Staff and Staff Communications

To support the development of the CCG Structure and the CSS an assignment process has been implemented following discussions with staff side representatives and Chief Operating Officers. All staff received an individual letter confirming the assignment process outcomes and an interim management structure is now under development.

A series of staff meetings on a locality basis has commenced and a presentation to staff has been provided by the Interim MD. All staff who are assigned to the CBSS will have an opportunity to meet the interim management team and discuss in a less formal setting the development of the CBSS, its staffing structures, service offers and managerial handover from July 2012 onwards.

Staff will be consulted on the outcome of the premises specification which has been developed and provided to CCGs. Each CCG has been asked to make an offer of housing the CBSS in NHS premises. The outcome of the option appraisal which will follow will be reported to the Trust Board in September.

7. Service specification Offers

The range of services to be offered, and potentially developed over time, have been developed with CCG customers and the financial investment, workforce and service delivery models have all been agreed with customers. However, the delivery of these specifications needs to commence together with agreement of the financial envelope for these services which will then form an SLA between the CSS and CCGs for 2012/13.

Specifications for services to be delivered associated with continuing health care, individual funding review arrangements, medicines management and primary care development nurses are in final draft form and have been disseminated to CCGs for further discussion. All 20 service offers will have been disseminated to CCGs for discussion by the middle of July 2012.

8. Summary and Recommendations

The establishment of the SYB CSS is progressing to plan. Previous SHA feedback, supported by external validation, provides assurance that the requirements set out by

the BDU process are progressing. Engagement of the CCGs in the co-production of the business case is regarded positively.

The Trust Board is asked:

- to receive the above report and the assurances on progress set out.

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SYB Commissioning and Business Support Service