

Report To:	Governing Body - 11 June 2015
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Title of Report:	Commissioning Support Unit Transition
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FOI Exemption Category:	Open
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Responsible Officer:	Julie Lawreniuk - Chief Finance Officer
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Report Author and Job Title:	Julie Lawreniuk - Chief Finance Officer
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Executive Summary:	The Yorkshire and Humber CSU (YHCSU) was not successful in securing a place on the LPF therefore we have needed to develop plans to re-commission/provide the £1.6m of services currently purchased from the YHCSU.
Finance/Resource Implications:	To be managed within the running cost envelope.
Risk Assessment:	Risks identified within the body of the paper.
Legal Implications:	None identified
Health Benefits:	No change arising from this report
Staffing/Workforce Implications:	No change arising from this report
Outcome of Equality Impact Assessment:	None identified
Sub Group/Committee:	Governing Body
Recommendation (s):	It is recommended that the Governing Body: <ul style="list-style-type: none"> I Notes the next steps on the transition of our commissioning support services; II Delegates approval for commissioning support services decisions jointly to the Chief Officer and Chief Finance Officer for the next six months to ensure we can meet the necessary deadlines within the timetable.

1.0 Purpose of Report

1.1 The purpose of the report is to:

- Brief the Governing Body on next steps on the CSU transition;
- Request that the Governing Body delegates approval for commissioning support services decisions jointly to the Chief Officer and Chief Finance Officer for the next six months to ensure we can meet the necessary deadlines within the timetable.

2.0 Background

2.1 NHS England national policy required all organisations, including Commissioning Support Units (CSUs) who wished to provide commissioning support services to Clinical Commissioning Groups (CCGs) to submit an application to be on an approved list of suppliers known as the Lead Provider Framework (LPF).

2.2 The Yorkshire and Humber CSU (YHCSU) was not successful in securing a place on the LPF therefore we have needed to develop plans to re-commission/provide the £1.5m of services currently purchased from the YHCSU.

2.3 Over the last few months we have been looking at each of the service lines currently provided and deciding the best model for future provision looking at three main options:

- Buy
- Make
- Share

2.4 As well as looking at what we need in the CCG we have been working jointly with the 23 CCGs across West Yorkshire and NHS England to an agreed set of principles. A Yorkshire and Humber Transition Board has been established to manage the process. All of the new arrangements need to be operational by 1st December 2015.

2.5 Where we are looking to in-house commissioning support services either employing staff within the CCG or sharing staff across a number of CCGs before we can proceed there is a requirement for a business case to be approved by NHS England.

3.0 Timetable and key Milestones

3.1 Business cases for in-housing services

The timetable associated with Business cases for in-housing services can be summarised as follows:

By 15th May	Substantive draft business cases received and submitted to NHS England (Completed and see further comment on feedback received below)
By 5 th June	Final business cases received.
By 30 th June	Confirmation of Business case approval received from NHS England

Following submission of draft business cases, initial feedback has been received from NHS England and grouped as follows.

3.2 Business Cases that are okay in principle to proceed

- Non-core Business Intelligence analysts
- Finance (subject to NHS England Finance/professional review)
- HR and OD – South Yorkshire, Bassetlaw
- Procurement and Provider Management

Approval for these will be on the basis of a 'one pager' confirming the scope of the proposal, the finances, staffing, and that no stranded costs exist. These will then be signed by both the CCGs and the CSU. Gary Lusty (NHS England Transition Programme Support) working with CSU Relationship Managers to develop the necessary documentation which will be presented to the Accountable Officers and the CSU Managing Director to achieve signoff by **Friday 5th June 2015**.

3.3 Business Cases still under development

In broad terms positive feedback has been received for other business cases. For the majority of these NHS England will seek to undertake benchmarking of the funding/cost profiles and also seek professional quality assurance input from their corporate expert subject leads/teams. This refers to CHC, Communication and Engagement, Corporate Services, IFR, Quality and Clinical Support and Project and Programmes (previously called Transformation) business cases. The process is on track for these business cases to be completed by Friday 5th June.

The development of a procurement process to purchase services from the LPF (Business Intelligence)

The current indicative timeline is as follows:

By 29 th May	1 st draft specifications to be circulated to CCGs for comment.
w/c 1 June	Draft specifications to be circulated from Working Groups to CCGs for comment, CCGs to review specs, agree commonality and where joint specification is appropriate; agree KPIs.
By 12 th June	Each CCG to have signed off its spec
15 th June	ITTs released to the Market
w/c 29 th June	Bidder engagement
27 th July	ITT submission deadline
w/c 10 th August	Evaluation consensus meeting
17 th August	Successful/unsuccessful bidder notification
27 th August	Contract award

3.4 These key milestones are kept under constant review, not only at Transition Board but in close liaison with key NHS England Commissioning Support/Procurement Team members and Simon Roberts who has been engaged by NHS England to work with the various Working Groups and their supporting CSU RMs in the development of proposed service specifications.

3.5 We will continue to update the Governing Body on any future revisions to these timescales. In discussion with NHS England Commissioning Support/Procurement Team members (Monday 1st June) there was agreement that although it is planned to release ITTs to the market on 15th June, the reality was this was likely to occur during w/c 15th and 22nd June, and so as a consequence the following milestones may need to be adjusted to take this into account.

4.0 Risks

4.1 There are a number of risks that the Governing Body need to be aware of during transition:

- That our future model of commissioning/providing support services is not affordable within the running cost envelope available
- Some of the expertise currently employed within the system is lost
- That our new model is not in place on the 1st December 2015
- That we are liable for stranded costs that arise as a result of closing the YHCSU

The senior management team has a weekly standing agenda item on CSU transition to ensure the above risks are mitigated where possible.

5.0 Recommendations

It is recommended that the Governing Body:

- I Notes the next steps on the transition of our commissioning support services;
- II Delegate approval for commissioning support services decisions jointly to the Chief Officer and Chief Finance Officer for the next six months to ensure we can meet the necessary deadlines within the timetable.