LICHFIELD LOCALITY COMMISSIONING BOARD

Notes of a meeting which took place on Thursday 9th October 2014 at 3.30pm in the Committee Room, Lichfield District Council

PRESENT:  APOLOGIES:
Councillor Colin Greatorex (Chairman)  Anna Hammond
Jenni Coleman (in attendance)  
Clive Gibbins (in attendance)  
Rachel Joyce  
Helen Titterton  
Jon Topham  
Wayne Mortiboys

1. Introduction and welcome
   All welcomed to the inaugural meeting

2. Role and Purpose of the Group
   Terms of reference were attached; noted that 10th bullet point should say:
   • Monitor and review the performance and delivery of services commissioned by the Board

   Note: a revised copy of the Terms of Reference are attached to these notes

   Noted that Declarations of Interest would be a standing agenda item in future

   Agreed that the notes from the LCB meetings would be a standing item at District Board meetings and attached to District Board minutes that are routinely considered by LDC Cabinet. Minutes will also be placed on the District Board website. Consideration will be given to publishing agendas once the business of the Board is more developed.

3. Proposed Partnership Agreement
   HT introduced the Agreement and the Board considered it page by page. Various detailed amendments were agreed including:
   a) Agreement to be signed up to by participating organisations; need to meet governance requirements of these organisations and ensure that any necessary delegation are in place
   b) Need to liaise with SCC legal team regarding the work they are undertaking on the legal framework and governance underpinning locality commissioning – we may be able to adopt a countywide framework rather than creating our own
   c) Database options for performance management to be identified and considered; noted that officers will be receiving a demo of Upshot (used by SSDC) but may be possible to use covalent or other

   ACTION

   ALL

   HT / WM

   CGI
alternative

d) Progress update on the Agreement to be considered at LCB meeting on 4th November

4. Commissioning Prospectus
HT introduced the Prospectus which uses learning from equivalent documents being developed in Tamworth and South Staffs. Various detailed amendments were made
a) Agreed that we would not request Expressions of Interest but go straight into an Application stage
b) There needs to be scope to meet with applicants as part of the decision making process
c) The possibility of managing the LDC Work Clubs budget through the lot for ‘creating opportunities for training, volunteering and employment’ to be explored
d) The section ‘A Community which is HEALTHY’ and a decision on the number and nature of the lots needs to be completed; Jon to liaise with CCG
e) The section ‘A community which is SAFE’ needs to be completed including more detail about the number and nature of lots
f) The section ‘A community which is THRIVING AND COHESIVE’ needs to be rationalised onto a single page
g) More work to be undertaken on the Application Form and scoring system; comments and feedback needed in advance of the next meeting where both need to be agreed

5. Next Steps
HT introduced milestones and timescales for next steps. These were agreed.
Next meeting to focus on signing off Prospectus and agreeing application form and scoring system
Go live date for applications to be Saturday 25th October – Wednesday 31st December 2014
Opportunities to publicise locality commissioning process to be pursued eg. within Support Staffordshire and VAST’s weekly newsletters (HT)
An information event (or events) to take place to outline expectations and process to prospective bidders
LICHFIELD DISTRICT LOCALITY COMMISSIONING BOARD
TERMS OF REFERENCE

1. Purpose
To oversee public sector commissioning in Lichfield District and to make investment decisions on behalf of Lichfield District Board using funds delegated to it by public sector partners

2. Function
The Board will:
- Ensure joined up and collaborative approaches to public sector commissioning for Lichfield District
- Identify and agree joint commissioning priorities and outcomes for Lichfield District
- Consult with the Community and Voluntary Sector on priorities and outcomes identified where appropriate
- Ensure fair and transparent processes in the commissioning cycle which includes: needs analysis / assessment, tendering and procurement, decision making, contractual agreements and monitoring and evaluating the impact and outcomes achieved by commissioned services
- Identify a lead commissioning partner for each funding stream or priority outcome.
- Determine the type and value of funding or assistance to be given
- Hold lead commissioning partners to account for the commissioned services that they are the lead partner for.
- Make decisions on the allocation of funding and resources that partners wish to include in the locality commissioning framework.
- Ensure that funding is used to improve outcomes for the residents of Lichfield District.
- Monitor and review the performance and delivery of services commissioned by the Board
- Report to relevant bodies including the Lichfield District Board and funding partners as and when required
- Challenge partners and service providers to deliver quality outcomes
- Meet at least three times a year

3. Membership
The Commissioning Board will consist of the following:

Full members:
- Cabinet Member for Community Housing and Health, Lichfield District Council
- Strategic Director of Community, Housing & Health Lichfield District Council
- District Commissioning Lead (Lichfield) for Staffordshire County Council
- Locality Public Health Partnerships and Commissioning Lead for Staffordshire County Council
- Chief Operating Officer, South East Staffordshire and Seisdon Clinical Commissioning Group
- Economic Development and Enterprise Manager, Shared Service – Tamworth and Lichfield
- Local Policing Team Commander, Staffordshire Police
Substitutions will be allowed.

Advisory members:
The following may attend the Board for specific items:

- Other members of the District Board eg. representatives from Fire and Rescue Service, Business and Economic Partnership, Community and Voluntary Sector, Staffordshire College etc as appropriate
- Officers of partner commissioning organisations

4. Decision making
It is expected that the majority of decisions will be reached by negotiation and consensus. On the rare occasions that this is not possible, an agreed process of moderation will be used.

5. Quorum
A minimum of 4 (51%) of Board members represents a quorum which must include a representative from Lichfield District Council.

6. Chair
The Chair will be Cabinet Member for Community, Housing and Health, Lichfield District Council. In the absence of the Chair, a Chairman will be appointed from those present at a meeting of the Board.

7. Probity and Declaration of Interest
It is possible that any of the commissioning organisations represented on the Board may wish to tender for a contract being offered through the locality commissioning process. Should a member of the Board or adviser to the Board recognise that a conflict of interest may arise, they must advise the Board via the Chairman as soon as possible. Depending on the nature of the potential conflict of interest the Board may decide that there will be no further involvement by that member or adviser in that particular matter. All such conflicts must be documented and made available for scrutiny to ensure probity and transparency of decision making.

A record will be made of the business undertaken by the Locality Commissioning Board which will be reported to the District Board as a standing agenda item.

8. Key Relationships and Accountabilities
The business of the Board will at all times be conducted openly and transparently and the decisions of the Board will be based upon the principles of consultation, consensus and sustainability.

Decisions made by the Board will not affect existing lines of accountability. Partners will remain responsible and accountable to their own organisations and any decisions on their service and use of resources must be made and reported in accordance with the requirements of their own governance structures.

The business of the Board and decisions made will be reported to the Lichfield District Board and be published on the District Board’s website (managed by LDC).

Approved by the District Board
25 September 2014

(amended 9 October 2014)