

Commissioning Support Unit Committee Annual Report For the period 1 April 2013 to 31 March 2014

1 Introduction

The Commissioning Support Unit (CSU) committee oversees the **assurance** of Commissioning Support Units (CSUs), ensuring they are fit for purpose to deliver high quality services, and their **development**, ensuring they continuously improve and develop independence in line with NHS England's **market development strategy** for all commissioning support services, and its strategy for moving CSUs to **autonomous forms**.

The committee has full delegated authority from the Board to decide how CSUs are governed, developed and assured during their transition to full independence.

2 Meetings of the Committee

During this period, the committee met on 6 occasions. The membership of the committee is set out in the terms of reference at annex two.

At the meeting on 17 March 14 it was agreed that in future Ann Johnson will assume Paul Baumann's position on the committee so that Paul can oversee progress across the lead provider procurement in a non-conflicted way. This is reflected in the revised terms of reference at annex 2.

A summary of members' attendance is given at annex 1.

3 Delivery of the work programme

During the period of this report, the CSU committee has:

- Established a balanced scorecard and escalation and intervention process to oversee the assurance, governance and financial arrangements for CSUs.
- Shaped the strategy for the development of the market for commissioning support, published in June 2013, to ensure that all commissioners can choose to get access to high quality, affordable support.
- Supported the transition arrangements in Surrey and Sussex and in Anglia to ensure CCGs in those areas could continue to source services from viable commissioning support providers.
- Informed the launch of the Lead Provider Framework for commissioning support services which will accredit the best suppliers in the market for CCGs and NHS England to source support from at a faster pace than having to undertake full procurement, and received assurance from the strong response

at the pre-qualification stage from the market (both from public and private sector suppliers).

- Informed the development of the strategy to move CSUs out of the NHS England hosting arrangement by the end of 2016 into a shortlist of autonomous forms.

4 Work programme for 2014/15

Over the coming year the committee will focus on:

- Continued oversight and assessment of CSU performance and financial viability as they continue to respond to their customers' needs and turn their focus to the development of high quality transformational service offers both to secure a place on the lead provider framework and to provide their customers with new solutions to meeting many of the challenges facing the commissioning system.
- A review of how the commissioning support market is developing following the launch of the lead provider framework and the ongoing development of CSUs and their partnership arrangements with each other and other independent and voluntary sector organisations.
- The guidance to support CSUs to move to more autonomous forms, including the final shortlist of potential organisational forms.
- The guidance on the assurance process that CSUs will need to apply for prior to becoming autonomous to ensure the arrangements represent value for money for the taxpayer.
- A piece of research on the changes to the commissioning support landscape since 2012, their impact on value for money for customers and the taxpayer, including the development of a benchmarking process to enable customers to assure themselves and the system that their commissioning support decisions represent best value.

5 Review of terms of reference and effectiveness of the committee

The terms of reference were reviewed at the committee in June and a revised version is attached at annex two.

The main changes are to the membership:

- Ann Johnson will take Paul Baumann's place so that Paul can provide non-conflicted advice to the SRO of the lead provider framework.
- Karen Wheeler will replace Jo-Anne Wass on the committee.

6 Assurance statement

The committee has met its duties delegated by the Board to ensure that CSUs are governed, developed and assured effectively during their transition to full independence.

7 Recommendations

The Board is asked to:

- Note the report;
- Take assurance from the committee with regard to delivery of the work programme.
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Philip Walker
Lead Provider Framework Project Lead (secretariat to CSU Committee)
23 April 2014

Annex One

Summary of members attendance for the period 1 April 2013 to 31 March 2014

	22/04/13	18/06/13	23/09/13	18/11/13	14/01/14	17/03/14
Dame Moira Gibb (Chair)	X	X	X	X	X	X
Margaret Casely-Hayford	X	X	X	X	A	X
Ed Smith	X	X	X	X	X	X
Tim Kelsey	A	X	X	D	A	X
Rosamond Roughton	X	X	X	X	X	X
Paul Baumann	A	D	X	X	D	D
Jo-Anne Wass	A	X	X	X	X	A
Bob Ricketts	X	X	X	X	X	X
Andrew Kenworthy	X	X	X	X	X	X
Philip Walker (secretariat)	X	X	X	X	X	X

Key:

- X** in attendance
- A** apologies given
- D** deputy attended

Annex two

Revised Terms of reference

Commissioning Support Unit Committee Terms of Reference

Purpose

The committee is a non-statutory committee of the Board, to which the board delegates authority to make decisions, govern and report to the Board on the progress NHS Commissioning Support Units as they transform into successful independent suppliers of commissioning support.

Duties

The committee will:

- oversee **assurance** of CSUs, ensuring that:
 - all aspects of employment, finance, legal and corporate functions are properly delegated;
 - they are fit for purpose to deliver high quality services; and
 - they are fit for purpose to make the transition to stand alone.
- oversee **development** of CSUs, ensuring that:
 - they continuously improve in their ability to deliver high quality, cost effective services; and
 - they develop independence in line with the board's market strategy for all commissioning support services and its externalisation strategy for NHS CSUs.

Subject to any restrictions set out in relevant legislation, the committee is authorised by the Board to determine and to act on any matter within its terms of reference.

The committee has full delegated authority from the Board to decide on how CSUs are governed, developed and assured during their transition to full independence.

The committee chair will report verbally or in writing to the Board following each of its meetings detailing any emerging key themes or messages that could inform wider Board business. The actions taken will be recorded in the committee's minutes which will be copied to all members of the committee and published. The committee will be supported by the nominated officer from the commissioning support team who is acting as secretary to the committee.

Members

The CSU committee will consist of the following members:

- Three non-executive directors, one of whom will be the chair of the sub-committee.
- The Board's national director, commissioning strategy (or their nominated deputy)
- The Board's national director, Transformation and Corporate Operations (or nominated deputy)
- The Board's Director of Financial Performance (or nominated deputy)
- The Board's national director for patients and information (or nominated deputy)

Attendees

Other directors may be invited to attend the meeting for the purpose of providing advice and/or clarification to the committee.

<ul style="list-style-type: none"> • Director of CSU transition team • Director of commissioning support services strategy and market development 	
<i>Quorum</i>	<i>Frequency</i>
The meeting will be quorate if three committee members are present, one of which must be a non-executive and one a national director.	The committee will meet on a quarterly basis.