

BOARD PAPER - NHS COMMISSIONING BOARD

Title: NHS Commissioning Board Business Planning 2013-16

Clearance: Bill McCarthy, National Director: Policy

Purpose of Paper:

- For information: to inform the Board of the NHS Commissioning Board's (NHS CB's) business planning process for 2013-16.

Key Issues and Recommendations:

- There are no key issues.
- It is recommended that the Board notes the NHS CB's business planning process for 2013-16.

Actions Required by Board Members:

- To note the NHS CB's internal business planning process for 2013-16.

NHS Commissioning Board Business Planning 2013-16

Purpose

1. To inform the Board of the NHS Commissioning Board's (NHS CB's) internal business planning process for 2013-16.

Business planning process 2013-16

2. Our business planning process will be vital in setting out and establishing:
 - how we want to work as an organisation;
 - how we will impact on health outcomes through our work on the domains; and
 - how we will make patients and public participation meaningful, supporting work to put patients and public at the heart of the commissioning system.
3. In time, our ambitions for the NHS will also be framed within the context of our 10 year strategy for the NHS and local priorities to improve health outcomes, identified through our work with, and participation on, the Health and Wellbeing Boards.
4. In Year 1 (2013-14), our objectives will be framed by the NHS Outcomes Framework, our duty to promote the values and principles of the NHS Constitution, and to meet our equality, legal and financial duties (essentially, the delivery of the mandate).
5. Our planning will be organised around the way we do business – through our core business processes and the enablers which support their delivery – rather than by directorate. This reflects our commitment to matrix working.
6. Directorates will be assigned lead responsibility for the development of plans for the individual processes and enablers, producing these in a matrix way with contributing directorates and clinical teams. In this way, directorates will demonstrate how they will work towards our shared objectives.
7. The domain leads will act as the conscience of the organisation, taking a lead role in the development and prioritisation of our core business processes, products and enablers.

Products

8. Three products will be produced as a result of this process:
 - an operational plan;
 - an executive summary of the operational plan; and
 - a “prospectus”.

9. The operational plan will set out how the NHS CB will deploy our £527million running cost budgets, plus programme budgets, to deliver the core business processes and enablers. It will be the mechanism by which the Board and the executive team track our internal business through the year.
10. We are in the process of producing final costed budgets supporting the objectives outlined in the operational plan for all directorates by early next year, including a discretionary running cost and programme budget prioritisation process. The operational plan will underpin and inform the budget setting process, and will reflect its outcomes.
11. The Board Assurance Framework (BAF) will be framed by the NHS CB's shared objectives set out in the operational plan, enabling the Board to manage risks to business delivery going forward.
12. An executive summary of the operational plan will be published to meet the requirement in the Health and Social Care Act (2012) for the NHS CB to publish a business plan before the start of the financial year. Discussions are underway with the Department of Health to agree content, and there will be continual engagement with the Department throughout the process.
13. The prospectus, led by the domain leads, will set out our six "offers" to the public in relation to how the new commissioning system will use its £80-90billion allocation to support and deliver improvements to the five Outcomes Framework domains and reduce health inequalities. It will be published in the new financial year.

Next steps

14. Our non-executive directors (NEDs) will have a significant role in the development of our plans, and will be engaged throughout the process. To ensure this, there will be:
 - regular updates on progress via the NEDs bulletin;
 - a brief update at the Board development session in January;
 - a webinar on the business planning process at the beginning of February; and
 - a further update at the February Board meeting.
15. In addition, the business planning team will be available to discuss any queries the Board may have.
16. The aim is to publish the executive summary of the operational plan on the NHS CB's website near to the start of the financial year, subject to sign-off by the Board and successful completion of Department of Health governance processes for arm's length bodies.
17. The Board will be updated on the operational plan and executive summary at the private Board meeting in February.

Recommendation

18. It is recommended that the Board notes the business planning process for 2013-16.

Bill McCarthy
National Director: Policy
November 2012