

## **Strategic Planning Joint Commissioning Group Terms of Reference**

### **Example from Bradford DAT**

#### **Children and Young People's Joint Commissioning for Substance Misuse**

Drug Action Teams have established bodies to bring together a range of agencies from the statutory and voluntary sector to plan and commission substance misuse services for children and young people. Such groups are usually accountable to the DAT Partnership body and will have terms of reference to enable members to know what is expected of them. An example of the Terms of Reference developed for the Bradford Young People's Substance Misuse Commissioning Group is provided.

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## **Terms of Reference**

### **Young People's (Substance Misuse) Commissioning Group**

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#### **Introduction**

This paper verifies the commissioning process for Bradford's Young People's (Substance Misuse) Commissioning Group (YPCG). In addition to verification the paper confirms processes and provided guidance for a clear audit trail that provide accountability to the grant provider: Home Office.<sup>1</sup>

#### **Terms**

This paper ensures that the YPCG:

- Conforms to legal requirements
- Has processes that are open to scrutiny – providing an audit trail of decision making
- Fairness in assessment between potential providers and in opportunity to provide
- Proportionality – the larger the sum greater rigour around procurement and assessment
- Widening opportunities to participate – recognising disadvantages of small and emerging organisations
- Needs-led, evidence based (where possible) commissioning
- Operates within the principles of Best Value

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<sup>1</sup> Acting on behalf of: DfES, YJB, Connexions, DoH, and NTA

## **Starting the Process**

The Operation Outputs are set out in the Young Person's Substance Misuse Plan and individual Agency's Service Level Agreements. All commissioned services must demonstrate that it will contribute to meet these outputs.

The work group responsible for planning will need to identify the aims and objectives relating to their area and establish some priorities in how these objectives will be met.

## **Membership of YPCG**

Membership should not include people from organisations who are current or potential (service level) providers.

A quorum of five commissioning group members is required to make a commissioning decision that has financial implications.

Membership should be compiled from the following areas<sup>2</sup>:

- Bradford Social Services \*
- West Yorkshire Police \*
- Housing \*
- Children's Adolescent Mental Health Service \*
- Drug Alcohol Action Team
- Primary Care Trusts \*
- Youth Offending Team \*
- Children's Fund \*
- Sure Start \*
- Connexions West Yorkshire\*
- Community Representation (CVS) \*
- Youth Services \*
- Education Bradford \*

Additional membership can be brought forward and considered at YPCG meetings.

Meeting agenda and venue will be set for current year in advance and agreed by membership.

## **Project Proposals**

Treatment services will provide a detailed project profile (via agreed proforma) and service specification. Treatment organisations will be asked to provide information for the YPCG specifying arrangements and proposals to meet outputs on a quarterly basis.

The YPCG will ensure requirements over safety; child protection, employment and budgetary control are understood by the organisation and can be met, identifying any support that may be needed. The Young Person's Substance Misuse Commissioner will take the lead on ensuring these details.

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<sup>2</sup> \* Denotes members with voting rights

All new projects commissioned through the YPCG will need to use a pro-forma - appendix A. Performance measurement will be provided through service level agreement.

Commissioning can be through assessing the proposal against the criteria alone or by interviewing the organisation to test further.

The decision can be:

- I. To commission as per the proposal;
- II. To commission only if further requirements are met
- III. Or not to commission.

The decision should be recorded in the YPCG minutes and communicated to the provider.

### **Service Level Agreements**

Once the decision has been made to commission through the Pooled Budget Bradford Social Services, on behalf of Bradford Drug, Alcohol Action Team will then enter into a contract with the provider.

This is an agreement that the money will be used for the purpose intended and that the provider in delivering the service will meet certain conditions.

The YPCG will need to follow the financial procedures, and contractual arrangements of Bradford Social Service's The Young Person's Substance Misuse Commissioner and the YPCG Chair will sign the projects Service Agreements.

The service level agreement will have an attached schedule setting out the monitoring data that will be provided. This will be based on their submission and will additionally include specific performance measures relating to outcomes and outputs.

## **Appendix (Bradford Terms of Reference)**

### **Principles and Philosophy**

#### **Of Commissioning**

##### ***Building Capacity***

Key questions to be considered when considering commissioning a service:

- What type of organisation might do this task or be interested in doing it?
- Could it be done by a local organisation?
- What are the resources the organisations require?
- How might we widen the number of possible providers?
- Will one organisation or several do it? Working separately or in partnership?

Once the targeted population has been identified all possible providers should be given the information and asked to produce proposals as per – Service Agreement Appendix A within an agreed timeframe.

The opportunity for the projects to give further information and clarification will be made available.

In order to assist the application process sources of help should be identified: within the partnership and through the Young Person's Substance Misuse Commissioner.

##### **Monitoring Options**

The YPCG must ensure monitoring of services and their own processes takes in to account:

*Regulatory monitoring* – finance, employment, child protection, equal opportunities systems. These will be checked before Service Agreements are signed.

*Output monitoring* – are they Reaching outputs? Reports will be given on a quarterly basis

*Outcome or Impact Monitoring* – what difference is the service making? The provider should have a quality assurance system recording service user comments. Performance measures will need to be developed; the development of QUADS in young people's services will assist this process.

*Strategic monitoring* – How is the commissioning process contributing to the overall achievement of the YPSMP.

##### **Performance measures**

Two questions:

*Quantity* Are the principles of Best Value being met?

*Quality* Is the service meeting the purposes / aims that were agreed?