

## Terms Of Reference Single Quindrat Commissioning Board

### Purpose of the Single Quindrat Commissioning Board (SQCB)

1. The SQCB will replace the five existing Quindrat Commissioning Boards. The main purpose of the SQCB is as a commissioning body that will commission borough wide services to meet identified needs within defined financial resources. The specific services over which the SQCB is expected to exercise particular influence are; early years (including children's centres); extended schools programmes; parenting programmes; family health and wellbeing; and youth activity programmes.
2. By commissioning on a borough wide basis it is expected that it will achieve best value through
  - Delivering economies of scale and value for money
  - Competitive tendering which will reduce bureaucracy of contracting and monitoring and instil transparency and contestability into the market place
  - Improved contract monitoring on key outputs and outcomes ensuring high level quality assurance systems are in place

### Key Aims

3. Through the Boards commissioning role and through local delivery planning, the Board will help ensure the Children and Young People's Plan is implemented in each Quindrat area and that local commissioning is accountable and transparent. The Boards key aims are to:-
  - be accountable for commissioning borough wide services to address borough wide need or to commission on behalf of two or more quindrats
  - be accountable for devolving funds to each quindrat monitoring spend, activity and impact.
  - use the assessments of need and performance to identify specific borough wide and Quindrat level gaps and challenges and opportunities for improved outcomes for children, young people and families across the borough and in the local area.
  - ensure the best value for money from all commissioning of services and sound financial management to maximise the benefits for children, young people and their families and report to the Children and Young People's Trust Board on delivery against plans;
  - ensure all commissioning decisions adhere to the principles of good commissioning and the fundamentals of effective practice as set out in the Commissioning Framework for the Children and Young People's Trust;
  - work in partnership with all key delivery agencies within the Borough and Quindrat (public, private and voluntary) and help embed multi-agency working in the Quindrat, breaking down professional boundaries to ensure that children, young people and families receive seamless services tailored to their needs.

4. The SQCB will also support the Children and Young People's Trust Board (CYPTB) to deliver its outcomes.

### Tasks

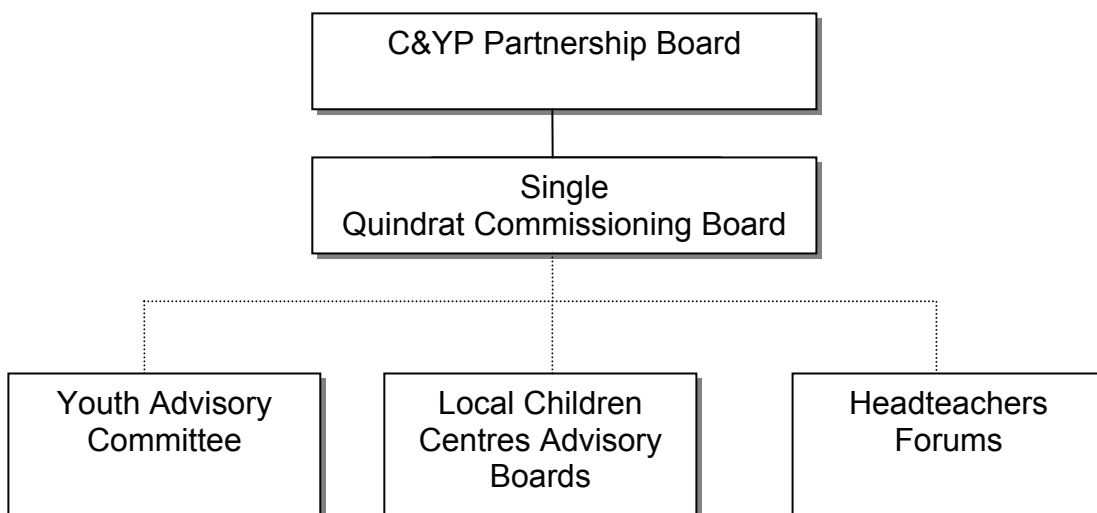
5. The Board will meet once a year to

- assess the needs of the borough and to prioritise these
- receive recommendations on priorities for the type of services to commission based on clear needs analysis.
- agree the scale and scope of borough wide services needed and to meet these prioritised needs
- to agree to the specifications that will be developed for these services and advise on the expected outcomes from these services
- agree the allocation of resources for borough wide bids and local groups/Quindrats and the required level of reporting
- agree exemptions and individual quindrat opt outs to borough wide bids or any other special arrangements
- agree a panel to look at applications against the priorities and specifications

6. The expected timetable is contained at Appendix One.

### Accountability

7. The Single Quindrat Commissioning Board (SQCB) will be accountable to the CYPTB. The following groups will be accountable to the SCQB for their commissioning decisions only; Youth Advisory Committee, Local Children Centres Advisory Board and Headteachers Forums.



## **Membership and Quoracy**

8. The Single Quadrant Commissioning Boards (SQCB) will be chaired by the Head of Protective and Preventative Services. Membership will be made up from a number of different local agencies (see Appendix Two).
9. The Board will be agreed as quorate when the Chair, two Headteachers and one other officer from the Richmond Council is present.

## **Review**

10. These Terms of Reference will be reviewed on an annual basis from the time that they are agreed.

Dated: 5<sup>th</sup> November 2010

## Appendix One: Timetable for SQCB and Borough Wide Procurement

Action	Who By	Timescale
Agree priorities and services needed to meet the need	SQCB	5 <sup>th</sup> Nov 2010
Agree funding splits between the SQCB and local groups	SQCB	5 <sup>th</sup> Nov 2010
Final decision on services via email to Head of Protective and Preventative Services	All SQCB	12 <sup>th</sup> Nov 2010
Present Proposal to Children's Partnership Board	Head of Protective and Preventative Services	15 <sup>th</sup> Nov 2010
Develop service specifications and contractual obligations for the services	Appropriate Head of Services	By 3 <sup>rd</sup> Dec
Develop tender pack	Joint Commissioning Manager and procurement team	By 3 <sup>rd</sup> Dec
Advertise* the Service and invite applicants to apply for a tender pack	Joint Commissioning Manager and procurement team	6 <sup>th</sup> Dec – 20 <sup>th</sup> December 2010
Send out tender packs	Joint Commissioning Manager and procurement team	20 <sup>th</sup> Dec – 22 <sup>nd</sup> Jan
Responses to tender	Providers or consortium of Providers	By 22 <sup>nd</sup> Jan
Evaluation of tenders	Panel made up of 3 SQCB members (one to be a Headteacher)	24 <sup>th</sup> Jan – 28 <sup>th</sup> Jan
Inform successful and unsuccessful providers	Head of Protective and Preventative Services	31 <sup>st</sup> Jan 2011
Period for appeal against decision	Providers and SQCB	1 <sup>st</sup> Feb – 28 <sup>th</sup> Feb 2011
Mobilisation period including refining performance and monitoring regime.	Joint Commissioning Manager	1 <sup>st</sup> Feb – 20 <sup>th</sup> March 2011
Service starts	Providers	1 <sup>st</sup> April 2011

## **Appendix Two: List of Members of Single Quindrat Commissioning Board (SQCB)**

- Head of Protective and Preventative Services                      Chair
- Headteacher from each quindrat
- Headteacher for Specialist Children with Disabilities and Learning Difficulties
- Head of Integrated Youth Support
- Head of Early Years Services/Children's Centre
- Strategic lead for Children with Disabilities and Learning Difficulties
- NHS Richmond Representative
- Voluntary and Community Sector Representative
- Police Representative