

**Single Commissioning Agency – Joint Shadow Board**

**12.30 pm, 21 January 2010**

**Present at the meeting:**

Mr A Stephenson (Chairman)	Chair, Ashton, Leigh and Wigan Primary Care Trust (ALWPCT)
Councillor K Cunliffe (Vice Chairman)	Portfolio Holder for Healthier Communities and Older People, Wigan Council
Mr P Halsall	Non-Executive Director, ALWPCT
Councillor Mrs S Loudon	Portfolio Holder for Children and Young People, Wigan Council
Mr P McKevitt	Service Director, Corporate Services (representing the Executive Director, Business Support Services, Wigan Council)
Ms J Redfearn	Chief Executive, Wigan Council
Mr P Rowe	Chief Executive, ALWPCT
Councillor P R C Smith	Executive Leader, Wigan Council
Dr A Sutton	Chairman, Professional Executive Committee
Mr B A Walker	Executive Director, Health and Well Being, Wigan Council/Director of the Single Commissioning Agency
Mr D Wharfe	Director of Finance, ALWPCT

**Also in attendance:**

Mrs D Adshead	Democratic Services, Wigan Council
Mr S Cowley	Service Director, Strategy and Commissioning, Adult Services
Mr K P Lawson	Service Director, Borough Solicitor
Mr S Peddie	Service Director, Customer Transformation, Wigan Council
Mr N Trowbridge	ALW PCT Board Secretary
Dr D Valentine	Medical Director, ALWPCT
Mr H J Webster	Democratic Services, Wigan Council

**91 Apologies for absence:** Dr K Ardern, Director of Public Health, ALWPCT and Councillor D T Molyneux, Portfolio Holder for Environment and Regeneration, Wigan Council.

**92 Minutes:** The minutes of the meeting held on 1 October 2009 were approved as a correct record and signed by the Chairman.

**93 Welcome to New Member:** The Chairman extended a warm welcome to Dr A Sutton, Chairman of the Professional Executive Committee (PEC), a new Member of the Joint Shadow Board.

## **PART 1 – BUSINESS ITEMS**

**94 Progress update on the establishment of the Single Commissioning Agency (SCA):** The Joint Shadow Board considered a report which provided an update on progress towards greater integrated working between Wigan Council and Ashton, Leigh and Wigan Primary Care Trust to improve collective commissioning for health, social care and wellbeing through the establishment of the Single Commissioning Agency. Attached to the report was the Executive Summary of recent Audit Commission guidance 'Means to an end' which provided useful advice to Councils and NHS bodies working together to provide services for people who needed both health and social care. The guidance examined how Councils and NHS bodies jointly funded such partnerships and the impact this had on service users and patients.

The agenda for this meeting contained reports relating to the proposed arrangements to formally establish the Single Commissioning Agency (SCA) by April 2010, proposals for initial pooled funding and for a further range of aligned funded activity which would benefit from the strategic oversight of the Board. Additionally, the first working draft of a Single Prospectus for Commissioning by the SCA was included for comment.

Resolved: The Joint Shadow Board:

- notes the progress made on the detailed work needed to formalise the SCA arrangements by April 2010; and
- notes the context in which the SCA is being developed and considers that there may be opportunity to integrate work further, building on significant progress made to date.

**95 Furthering Council and PCT integration – Outline of Governance Arrangements:** The Joint Shadow Board considered a report outlining the proposed governance, legal, constitutional and financial arrangements for commissioning by the Single Commissioning Agency for health and wellbeing in Wigan Borough under Section 75 of the National Health Service Act 2006. The recommendations of the Joint Shadow Board would be submitted to the Council and Primary Care Trust Board for approval

In particular, the Joint Shadow Board considered three options in relation to membership of the Single Commissioning Agency.

Resolved: The Joint Shadow Board:

- approves option 3 in relation to Membership of the Single Commissioning Agency, as amended, so that five Members are drawn from the Primary Care Trust Board and five Members are drawn from the Council's Executive and Senior Management Team;
- subject to the above amendment, approves the arrangements for recommendations to the Council and Primary Care Trust Board for the governance, legal, constitutional and financial arrangements for the Single Commissioning Agency as set out in the report now submitted; and
- requests the Service Director, Borough Solicitor and Company Secretary of

the Primary Care Trust Board to finalise detailed work on the agreement, with appropriate officer input, to feed into parent organisations' decision making processes.

**96 Single Commissioning Agency Draft Prospectus for Commissioning for Health and Wellbeing:** The Joint Shadow Board considered a report attached to which was a working draft of a prospectus for commissioning entitled 'Living Well in Wigan', which set out the vision for commissioning for health and wellbeing in community-focused services.

The prospectus identified that services would be commissioned based on evidence that they provided value for money, judged by:

- contributing to commissioning direction to create better health and wellbeing;
- delivering better personal outcomes for individuals;
- efficient use of resources;
- high quality of care and support; and
- continuous improvement.

The Executive Director, Health and Well Being, Wigan Council/Director of the Single Commissioning Agency stated that discussions were continuing with the Director of Public Health at the PCT and that a completed draft would be submitted to the next meeting.

Resolved: The Joint Shadow Board:

- notes the content of the working draft of the prospectus for Health and Wellbeing, 'Living Well in Wigan';
- endorses further consultation and development of the document; and
- requests that the final version of the prospectus is submitted to the next meeting for approval, prior to publication as the Single Commissioning Agency's Prospectus for Health and Wellbeing in April 2010.

**97 Single Commissioning Agency - Schedule of dates for approvals:** The Joint Shadow Board considered a report setting out a timetable of meetings within Wigan Council and Ashton Leigh and Wigan Primary Care Trust at which it was proposed to seek endorsement and final approvals to the arrangements and vision for the creation of the Single Commissioning Agency.

Resolved: The Joint Shadow Board approves the timetable of meetings within Wigan Council and Ashton Leigh and Wigan Primary Care Trust set out in the report now submitted for approval of the arrangements to establish the Single Commissioning Agency.

**98 Dates and times of meetings 2010/11:** Resolved: The Joint Shadow Board agrees that meetings during 2010/11 will be held at 3.00 pm on the following dates:

Thursday, 3 June 2010 at Bryan House;

Thursday, 29 July 2010 at the Town Hall;

Thursday, 23 September 2010 at Bryan House;

Thursday, 18 November 2010 at Town Hall;

Thursday, 20 January 2011 at Bryan House; and

Thursday, 17 March 2011 at Town Hall.

## **PART 2 – INFORMATION ITEMS:**

**99 Programme documentation to establish the SCA governance and financial arrangements: Programme Initiation Document:** The Joint Shadow Board considered a report attached to which was a Project Initiation Document (PID), which set out the scope and vision for the SCA Implementation Programme, together with a range of workstreams, key dates and milestones.

Resolved: The Joint Shadow Board notes the report now submitted.

**100 SCA Draft Working document – Section 75 Agreement:** The Joint Shadow Board considered a report, attached to which was a working draft of the Partnership Agreement prepared in accordance with Section 75 of the National Health Service Act 2006 for the creation of commissioning arrangements for health and wellbeing in Wigan Borough. The arrangements included the use of Section 75 powers to establish Pooled Fund, governance and Host Partner arrangements.

The Partnership Agreement was being developed through governance and financial workstreams and the Programme Steering Group.

Resolved: The Joint Shadow Board notes the content of the working draft of the Partnership Agreement now submitted, prepared in accordance with Section 75 of the National Health Service Act 2006.

**101 Quality Improvement Productivity Prevention (QIPP) Board:** Resolved: The Joint Shadow Board appoints Councillor K Cunliffe, Portfolio Holder for Healthier Communities and Older People, Wigan Council and Mr B A Walker, Executive Director, Health and Well Being, Wigan Council/Director of the Single Commissioning Agency as its representatives on the Quality Improvement Productivity Prevention (QIPP) Board set up by the Primary Care Trust.

**102 Date of next meeting:** Resolved: The Joint Shadow Board notes that the next meeting will be held in one of the Committee Rooms, Town Hall, Library Street, Wigan on Thursday, 18 March 2010 at 12.30 pm.

Chairman

The meeting concluded at 1.15 pm.

