

# Commissioning Assurance and Performance Board

## Terms of Reference

### 1. Purpose of Group

The Commissioning Assurance and Performance Board (CAPB) takes overall responsibility for all strategic commissioning activity, as well as seeking relevant assurances related to contractors (providers), contract performance and supply chain management. It will as appropriate, report into Full Council, Cabinet and Audit Committee. Ultimately the Group will have oversight of all significant commissioning, re-commissioning and decommissioning activity across the Council, from a risk and cost perspective. The Board operate in the first line of defence for assurances related to Strategic Risks, and received assessments and learning from the second and third line of defence to inform their consideration of progress, issues and required actions.

### 2. Objectives of the CAPB

#### 2.1 *Monitor overall delivery of significant commissioning activity*

- direct and monitor the overall progress of all commissioning activity including key risks and issues to delivery
- identify key dependencies between commissioning activities and other Council and partner programmes ensuring issues relating to them are resolved
- agree whether to approve any variations to commissioning activity
- agree when activity should be progressed to the next gateway following the process out in the approved commissioning approach
- consider the relevant outcomes of any internal or external reviews and if appropriate, instigate a review or health check of any commissioning activity at any time and confirm the related improvement action required.

#### 2.2 *To ensure appropriate contract management and good governance are in place in relation to the management of the significant contracts (based on risk and cost), including Arms-Length arrangements and new delivery models*

- Provide governance for and own Shropshire Council's commissioning approach and ensure that it is followed
- Review the Commissioning Approach model at regular intervals to ensure it remains fit for purpose
- Ensure that there is sufficient separation of responsibility between commissioner and provider to allow effective contract management and holding to account
- Manage, through variance, key commissioning activity across the council through exception reporting and expenditure analysis
- Maintain a clear view of related risks to the Council and customers and the progress in delivering the actions to manage, mitigate or remove them, including protection of liabilities.

#### 2.3 *Advise Audit Committee, Cabinet and Council as appropriate on commissioning activity including relevant Portfolio Holders*

- Provide regular (as deemed appropriate) Reports into Audit Committee/Cabinet/Council on monitoring of strategic commissioning across the Council

- Advise Elected Members and Portfolio Holders as appropriate when commissioning activities should be halted
- Horizon scanning to identify new opportunities to be considered for future commissioning activity

#### *2.4 Approval of new commissioning activity (including Arms Length arrangements and new delivery models)*

- Review and agree the feasibility/concept of new activities and links to Corporate Plans and Strategies
- Ensure that a clear Project Management Plan is in place and agreed for the activity
- Ensure that the equality and diversity implications of commissioning activities are considered
- Ensure that the Social Value outcomes are delivered through the new commissioning activity
- Ensure that commercial opportunities and benefit realisation are identified in plans and delivery timescales are set out in the contract
- Direct the allocation of funds and resources for commissioning activity ensuring that appropriate commissioners are in place as commissioning functions are transitioned out of the Council

#### *2.5 Commissioning – Completion*

- review lessons learned and take appropriate actions as required

### **3. Membership**

Membership of the CDG is made up of the Directors Management Team as well as key lead officers from across the Council as requested by the Chair.

<b>Role</b>	<b>Responsibilities</b>
Director of Place and Enterprise	Chairs the meeting to ensure that exceptions are identified through regular reporting and mitigating actions are in place
Other Directorate Management Team Members and Chief Executive	<p>To feed in information from their respective areas and confirm that the resources and benefits delivered by the commissioning activities are appropriate. This will be done through a RAG rated report</p> <p>To provide verbal and written updates on exceptions and ensure that actions are being taken to mitigate these. RAG rated reports will be used</p> <p>To be informed of the commissioning activities to date in order to provide robust challenge.</p>
Other officers as required	To provide subject matter expertise for specific commissioning activity as and when required by the Chair
PA Team	To manage the administration of the CAPB and to ensure Formal Minutes are recorded and can be used to help inform Reports to Audit Committee, Cabinet and Full Council

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#### **4. Decision Making Process**

The CAPB will have no status as a separate entity and will work within the schemes of delegation and the accountability arrangements of the Council and inform the governance process and decision making powers held by Shropshire Council's Cabinet, Shropshire Council (Full Council) and Audit Committee.

#### **5. Frequency of Meetings**

The CAPB will meet every 4 weeks.