

**Nottingham Treatment Centre Procurement**  
**Proposed Governance Arrangements - May 2018**

**1. Purpose of Paper**

Further to a review of governance arrangements, this paper outlines a proposed revised governance structure for the forthcoming procurement of the Treatment Centre.

The Greater Nottingham Joint Commissioning Committee are asked to:

- Approve the proposed governance arrangements
- Note the proposed timescales
- Approve full delegated responsibility for the procurement to the Treatment Centre Procurement Programme Board and seek regular, timely updates regarding progress and any key emergent issues

**2. Introduction and background**

The Nottingham Treatment centre opened in 2008 and predominantly provides services for NHS patients, although the centre also provides services to patients who wish to pay privately for their treatment.

Further to the legal challenges arising regarding the procurement to award a contract for service provision from end of July 2018 onwards, a new procurement is being embarked upon from early August 2018, with the objective of awarding a contract for service provision from the end of July 2019 onwards.

Currently Circle offers a variety of services including outpatients, surgery, termination of pregnancy and diagnostic tests. There are 60 outpatient consultation rooms, five operating theatres, three skin surgery theatres, four endoscopy rooms and dedicated diagnostic facilities such as scans and x-rays. In addition, the centre has an 11 bedded short stay ward for patients who have undergone surgery and require an inpatient stay.

Rushcliffe CCG is the lead commissioner for the Nottingham Treatment Centre.

**3. Governance**

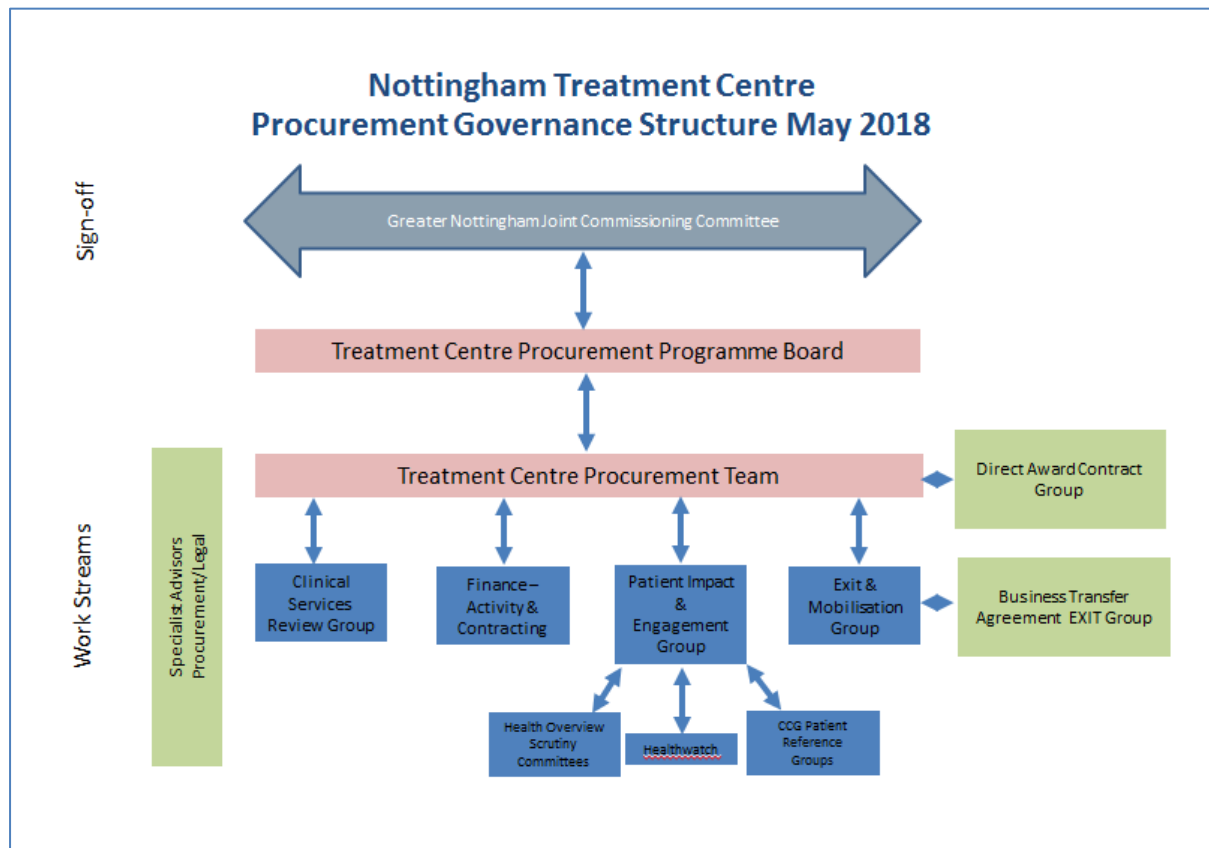
It is proposed that a **Treatment Centre Procurement Programme Board** is established with delegated authority from the Greater Nottingham Joint Committee to progress the procurement project plan and assess, approve/reject accordingly proposals from Programme team.

The programme board will provide overall assurance to the Greater Nottingham Joint Commissioning Committee on the procurement exercise and will comprise amongst its membership, the CCG Accountable Officer, Clinical leadership, and Lay membership, plus Directors of Finance, Quality, Information & Performance and Corporate Development plus Integrated Care System representation.

Amongst other reports, the Board will receive and review a risk register, with view to seeking assurance regarding the mitigation of all key risks.

It is also proposed that a **Treatment Centre Procurement Programme Team** is formally established to plan and oversee the procurement, including the development of service specifications, development of the ITT evaluation criteria, and to maintain an overall programme risk register. This group will hold the sub groups outlined below to account, ensuring cohesiveness of the work streams.

Below is the proposed governance structure:



#### 4. Key Functions Of The Work Streams

The core functions of the various sub groups are as follows:

##### Clinical Services Review Group

- To provide clinical leadership and proactively consider and discuss transformational plans to improve services plus outcomes
- Oversee development and final approval of service specifications
- Ensure proactive consideration of any applicable engagement and consultation aspects

##### Finance, Activity & Contracting Group

- Responsible for development of all financial activity and contractual elements of the procurement
- Development of robust accurate financial activity and costing modelling
- Proactive liaison with NHSI/NHSE regarding National context and applicability

- Responsibility for production of contract and associated paperwork

#### Patient Impact & Engagement Group

- Pro-active consideration of any engagement and consultation implications of all aspects of the procurement
- Overseeing timely completion of Equality Impact Assessment (EQIAs) and ensuring all requisite actions are completed inline with CCG policy
- Proactive liaison with Clinical Service review group, Finance and Active group, and other groups as applicable

#### Exit & Mobilisation group

- Oversee and provide assurance that the requirements of the Business Transfer Agreement have been satisfactorily adhered to, which includes any responsibilities of the commissioner, incumbent provider and any successful bidder (if different to incumbent provider)
- Directly liaise with the BTA exit group (Director of Acute Contracting is a member of both groups) in order to ensure aware of any emergent issues

#### Business Transfer Agreement (BTA) Exit Group

- To ensure successful completion of the business Transfer Agreement

#### Direct Award Contract Group

- Oversee and achieve timely sign off from both parties, the twelve month direct award to Circle
- Ensure that any emergent issues are proactively communicated to the Procurement Team Group

**The proposed membership for each of the above groups is outlined in appendix 1**

### **5. Current outline draft timeframe**

- Procurement and specification development / market engagement / patient engagement **May - July 2018**
- OJEU notification / PPQ / ITT **August – September 2018**
- ITT evaluation – **September - October 2018**
- Contract award – **November - December 2018**
- Mobilisation – **July 2019**

### **6. Next steps**

- Finalise procurement team plus specialist procurement and legal advice
- Implement governance structure
- Finalise governance structure proposed membership – Appendix 1
- Detailed procurement programme planning and development of content, including specifications, financial modelling and PQQ / ITT content
- Stakeholder mapping and liaison
- Commence any engagement and Consultation that is deemed to be required further to EQIAs

## Appendix 1 Proposed Group Membership

Group	Representatives
Treatment Centre Programme Board	<p><b>Chair, Tim Woods</b> - CCG Lay Rep (Finance)</p> <p>Lay Member (PPI) Beverley Brooks            Greater Nottingham Accountable Officer Samantha Walters (SRO)            Director of Commissioning Operations, NHSE Wendy Saviour            Assistant Head of Finance NHSE Richard Ford            Director of Information &amp; Performance, Andy Hall            Director of Acute Contracting, Mark Sheppard            Director of Corporate Development, Lucy Branson            Chief Nurse and Director Quality, Nichola Bramhall            Chief Finance Officer, Jonathan Bemrose            Senior Advisory Consultants: Penny Harris, Andrew Burgess,            Clinical Leadership: Dr Hugh Porter, Dr Mike O'Neill            Director of Strategy &amp; Partnerships: Hazel Buchanan</p>
Treatment Centre Procurement Team	<p><b>Chair, Mark Sheppard</b> - Director of Acute Contracting</p> <p>Senior Advisory Consultants: Penny Harris, Andrew Burgess,            Clinical Leadership: Dr Hugh Porter            Contracting: Kirsty Mallalieu            Senior Programme Manager: Charlotte Lawson            Finance: Isobel Schofield            Governance: Joanne Simmonds            Information: Rob Taylor            Engagement: Hazel Buchanan</p> <p>In Attendance:            Chief Finance Officer, Jonathan Bemrose            CCG Lay Rep, Tim Woods</p>
Clinical Service Review Group	<p><b>Chair, Dr Hugh Porter</b> - Clinical Leadership</p> <p>Senior Programme Manager: Charlotte Lawson            Nurse/Quality: Rebecca Stone            Secondary Care Clinician: Jane Youde            Public Health: Alison Challenger            Engagement lead Hazel Buchanan            Planned Care: Nina Ennis            Clinical Lead: James Read            Information: Fraser White</p>
Finance, activity and contracting	<p><b>Chair, Jonathan Bemrose</b> - Chief Finance Officer,</p> <p>NHSE Finance Rep: Richard Ford            Senior Programme Manager: Charlotte Lawson            Finance: Isobel Schofield            Information: Rob Taylor, Fraser White</p>

	Contracting: Kirsty Mallalieu Senior Advisory Consultant: Liz McClean
Patient Impact & Engagement	<b>Chair, Hazel Buchannan</b> - Director of Strategy & Partnerships  Communications: Beth Mayer Quality: Rebecca Stone Lay rep: Janet Champion Patient rep: Kathryn Sanderson PPI: Nikki Biddleston Senior Programme Manager: Charlotte Lawson
Exit & Mobilisation group	<b>Chair, Charlotte Lawson</b> , - Senior Programme Manager  Contracting: Kirsty Mallalieu Comms, Beth Mayer Quality: Linda Shipman NHSPS: Marie Bonsor, Workforce: Jackie Hewlett Davies IM&T: Andy Evans
Specialist Advisors	Procurement Legal