

**WEST OXFORDSHIRE DISTRICT COUNCIL**

**FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE**

**WEDNESDAY 29 NOVEMBER 2017**

**COMMISSIONING FRAMEWORK**

**REPORT OF CHRISTINE GORE, EXECUTIVE DIRECTOR  
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**(Contact: Christine Gore, Tel: (01285 623605))**

**1. PURPOSE**

To provide Members with the opportunity to comment on the draft Commissioning Framework, including proposals for future performance monitoring.

**2. RECOMMENDATION**

That the Committee considers and provides comments upon the draft Commissioning Framework and the proposed format for performance monitoring from 1 April 2018.

**3. BACKGROUND**

- 3.1. Following the transfer of the majority of the Council's staff to Publica Group Ltd on 1 November 2017, it is necessary to set out formal arrangements between the two organisations for the commissioning of services. Whilst in effect these arrangements have always been in place, with the move to the company arrangements it is important that they are now more formally established, and written down, to ensure that the roles of all parties involved are clear.
- 3.2. In the majority of cases the Council is and will continue to be commissioning its services directly from Publica, but in some instances, such as, for example, Leisure and Waste, the Council may wish to commission its services from other providers as it does now, and will expect Publica employees to assist it in that process.
- 3.3. The attached draft Commissioning Framework (Appendix A) sets out the stages that, together, form the 'commissioning cycle' and indicates who is responsible for undertaking each stage of the commissioning process. A more detailed version of the Framework has been produced to assist employees who will be involved in undertaking commissioning activities and this is available for inspection in the Members Room.

- 3.4. It is important to recognise that commissioning is not simply about the procurement of services, but also includes the need for performance monitoring. Whilst all of the Council's Overview and Scrutiny Committees, and Cabinet, have historically received service performance information on a quarterly basis, the transfer of services to Publica provides the opportunity to review the information that is provided to ensure that it is fit for purpose and meaningful in terms of measuring both the quality of the services provided to the public, and progress against the Council's key tasks which are delivering the priorities set out in the Council Plan.
- 3.5. Appendix B, therefore, sets out a draft template of a performance monitoring framework for the Waste Service. Members' views are invited in relation to the format of the information provided, prior to it being rolled out to all services.
- 3.6. In relation to the specific performance indicators, a revised set of proposed indicators relating to all relevant services will be submitted to each of the Overview & Scrutiny Committees in the early part of 2018, so that these can be agreed prior to being brought into use for the new financial year.

#### **4. NEXT STEPS**

- 4.1 Subject to the views of Members the Commissioning Framework will be amended and finalised. As this is an operational matter it does not require to be formally approved but will be the Council's framework to guide its commissioning relationship with Publica and other organisations providing services on its behalf now and in the future.
- 4.2 As set out above, a full set of draft performance indicators will be submitted as relevant to each Overview & Scrutiny Committee, and Cabinet, in early 2018 for approval. Once agreed, these performance indicators will be used to report on performance on a quarterly basis as usual.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 There are no specific financial implications associated with this report. Financial implications associated with specific commissioning activity will be reported at the appropriate time to the relevant Committee or to Cabinet.

## 6. REASONS

- 6.1 To provide the Committee with the confidence that it will continue to receive appropriate commissioning advice and performance monitoring information.

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Background Papers:

None