

Cheltenham Borough Council
Council - 25 June 2012
Commissioning Protocol

Accountable member	Cabinet Member Corporate Services, Councillor Jon Walklett
Accountable officer	Director of Commissioning, Jane Griffiths
Ward(s) affected	None directly
Significant Decision	No
Executive summary	In order to better deliver community outcomes the Council has adopted a strategic commissioning approach. The commissioning protocol summarises the principles and practices which the Council has introduced.
Recommendations	<p>That Council:</p> <ol style="list-style-type: none"> 1. endorses the commissioning protocol; 2. delegates the monitoring and review of the commissioning protocol to the Overview and Scrutiny Committee.

Financial implications	<p>No Financial implications arising directly from the recommendations.</p> <p>Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154</p>
Legal implications	<p>No Legal implications arising directly from the recommendations.</p> <p>Contact officer: Peter Lewis, peter.lewis@tewkesbury.gov.uk, 01684 272012</p>
HR implications (including learning and organisational development)	<p>No HR implications arising as a direct result of this report. HR Advisors work closely with managers and officers on all commissioning projects. The HR Advisors will identify and work with managers to manage the HR implications for each commissioning project work-stream.</p> <p>Contact officer: Julie McCarthy, julie.mccarthy@cheltenham.gov.uk, 01242 264355</p>
Key risks	<p>If the Council does not have an agreed approach to commissioning, inconsistency and confusion may result.</p> <p>An underlying driver for commissioning, as set out in the protocol, is to support our financial strategy and thus mitigate the council's current highest risk – that it is unable to find long-term solutions which bridge the gap in the medium term financial strategy.</p>
Corporate and community plan Implications	<p>The council's corporate plan includes a number of commissioning reviews. The protocol establishes the underlying principles which guide the undertaking of reviews and the monitoring of commissioned services.</p>

Environmental and climate change implications	The development of community needs, which is the first of our five commissioning principles and informs all our commissioning decisions, includes explicit consideration of the environmental impact of services.
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1. Background

- 1.1 In December 2010, Council agreed that the Chief Executive's proposals for a Strategic Commissioning Council and endorsed the vision that:

"By April 2012 we will lead our community by taking a commissioning approach. We will be driven by the needs of people and place, in order to improve wellbeing, the economy and the environment, and use resources efficiently and effectively."

- 1.2 A formal programme was set up to deliver the vision and has led changes to the council's constitution and structure; roles of members and officers; partnership arrangements; and council processes. Having realised the original vision and placed commissioning at the heart of everything we do, the programme closed in April 2012.
- 1.3 A short protocol has been created to describe the principles that govern our approach to commissioning and the context in which commissioning is undertaken. The protocol sets out how commissioning reviews are initiated, how commissioning decisions are made and how the performance of commissioned services is assessed. It states how we engage with the community, our partners and our employees and it provides a high-level view of the commissioning cycle.
- 1.4 The protocol can be found in appendix 1.

2. Reasons for recommendations

- 2.1 A clear and consistent council-wide approach to commissioning benefits members, partners, officers and the community as a whole.

3. Alternative options considered

- 3.1 Alternatives to becoming a Strategic Commissioning Council were set out and rejected in the business case which Council approved in December 2010.

4. Consultation and feedback

- 4.1 The importance of consultation with the community and with our partners to understand needs and to assess views on major changes to council services is emphasised within the protocol.
- 4.2 The protocol itself is based upon the programme's engagement with members, partners, officers and trade unions. It has been approved by the Strategic Commissioning Programme Board.

5. Performance management –monitoring and review

- 5.1 It is proposed that the Overview and Scrutiny Committee should be responsible for the monitoring and review of the protocol.

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Appendices	1. Commissioning Protocol
Background information	1. Council minutes – 13 th December 2010 (item 14)