

Partnerships Form

Name of partnership: Joint Recommissioning of the Wiltshire Speech, Language and Therapy Service

A guidance note supports this form and is available online and from the Corporate Procurement Unit.

Steps (please refer to the guidance note for more information):

- Insert the name of the partnership above and at the start of the Review Section on page 6.
- Complete all of the questions in the Information Section and pass the whole form with the Information Section completed to the Reviewing Officer. Please see the guidance note for information on who should be the Reviewing Officer.
- The Reviewing Officer will review and complete the Review Section.
- If the partnership is Level 1 or 2 the completed and signed form must then be submitted to the Corporate Procurement Unit for entry on the Partnerships Register.
- If the partnership is Level 3, the completed and signed form must be submitted to Cabinet with a report and accompanying papers in the usual form for approval before registration.
- In case of queries relating to registration, please contact the Corporate Procurement Unit. In case of queries relating to partnerships, contracts or grants generally, please contact the Legal Unit.
- Full information on the steps required to be taken for evaluation and approval are set out in the Partnerships Protocol and the guidance note, both available online.

Please provide feedback on your use of this form to the Legal Unit so that it can be updated and improved over time.

Information Section

Please complete this form electronically by filling in the relevant boxes.

1. Please categorise the partnership using Levels 3-1 which are summarised below. Please see the guidance note for more detail on how to choose a category.

Level 3

Level 3 – where the Council has full responsibility (e.g. for delivery and/or finance) and/or acts as the Lead or Accountable Body or the partnership is high risk for some other reason (**High Risk**);

Level 2 – where the Council contributes resources to the partnership, but is not the Accountable Body or the partnership is medium risk for other reasons (**Medium Risk**);

Level 1 – where the Council is a partner but input is limited to advice on strategy or its role is consultative or supportive (**Low Risk**).

See the Partnerships Guidance Note for assistance.

2. Please give details of the statutory basis for the partnership.

Not applicable

3. Start and Finish Dates

The Partnership is required from now until the end of the service contract for Speech and Language Therapy (SLT) services (31st March 2013 or 31st March 2015 if the contract is extended).

4. Description of the partnership

Joint Recommissioning of Wiltshire's Speech and Language Therapy service.

5. Aims and objectives of the partnership

Having looked at how to meet Speech and Language Communication Needs (SLCN) in Wiltshire, the Children and Young People's Trust Board Executive decided to recommit a single Speech and Language Therapy service through a joint procurement exercise, with the aim of achieving the following:

The Vision

- That Children and Young People in Wiltshire with speech, language,

communication or swallowing needs will have those needs identified and met as early as possible with support continuing for as long as it is needed.

- That SLCN are met in early years and educational settings, using the principal of a multi-agency, multi-disciplinary team around the child.

Objectives

1. To adopt a whole workforce approach to improving communication for CYP. This whole workforce model includes the child's family.
2. To use a training and collaborative model as the means of meeting the majority of communication needs.
3. To provide a continuum of service based on a model of universal/targeted/specialist services with different levels of skill and knowledge deployed where they are most needed.
4. To deliver services in the most clinically and cost effective way possible.
5. To maximise responsiveness and flexibility supporting access to the wide range of skills available within the teams as required by individual CYP
6. Provide a consistently high standard of support, assessment and innovative practice that is evidence based with clear pathways, improved access and reduced inequalities.

6. Please indicate Wiltshire Council's role in the arrangement and specify if it is the Lead/Accountable/Responsible Body

To address SLCN requires the engagement of both health and education services. However, it is necessary to determine a lead agency to ensure robust management of the service and of the changes required.

Wiltshire Council was identified as the lead agency for this project as although clinical input is important for children and young people with SLCN, early years settings and schools are crucial to identification and provision.

7. Name(s) of all relevant Cabinet Member(s) (e.g. portfolio holder for partnerships and the specific service area)

Lionel Grundy, Cabinet Member for Children's Services
John Noeken, Cabinet Member for BMP, ICT, HR, Procurement and Customer Services.

8. Names of Members/Officers representing the Council on the partnership, and their proposed role.

Trevor Daniels, Head of Special Educational Needs (SEN) Department for Children and Education DCE
Julie Le Masurier, SEN Strategy Manager, DCE.
Tom Smith, Contracts Manager, DCE.
Julia Cramp, Joint Service Director for Commissioning of Children's Services, NHS Wiltshire and Wiltshire Council;

9. Names of other partners and their representatives

Julia Cramp, Joint Service Director for Commissioning of Children's Services, NHS Wiltshire and Wiltshire Council;
Maddy Ferrari, Assistant Director for Professional Practice Workforce and Pathway Redesign (Therapy Lead), NHS Wiltshire.

10. How does the partnership contribute to the Corporate Plan/Corporate Programme/Corporate Key Performance Indicators?

Contributes to the Wiltshire Children and Young People's Plan 2008-2011:

- Promotes resilience
- Supporting mental wellbeing
- Improving achievement

It also supports the NHS Wiltshire strategic framework:

- Vision

Wiltshire will have the healthiest population of children in England with services more effectively designed around the needs of children and families, and delivered across a range of settings including schools and children's centres.

- Health Need

The Children and Young People in Wiltshire Needs Assessment highlights key areas to focus on to deliver services which meet the needs of Children and Young People.

The key initiatives include the commissioning of an integrated speech, language therapy service with improved access and reduced waiting times.

11. If the partnership contributes to areas which are not in the Corporate Plan/Corporate Programme/Key Performance Indicators, please specify which aims and objectives of the Council the partnership fulfils.

Not applicable

12. How does the partnership add value to direct provision by the Council?

By working together NHS Wiltshire and Wiltshire Council can pool commissioning expertise to coordinate and share monitoring and service development input as well as commissioning a single service with greater economies of scale enabling a more equitable and consistent service to be provided.

13. What is the projected annual cost to the Council of the partnership?

Direct (e.g. funding)	None
Indirect (e.g. in kind)	Officer time in attending meeting of the SLCN implementation group and time to be spent monitoring and reviewing the service contract.
Current budgetary provision	None

Level 3 - Budget documentation attached? No

14. What is being contributed by the other partners?

Officer time in attending meeting of the SLCN implementation group and time to be spent monitoring and reviewing the service contract.

15. What is being contributed by third parties (e.g. Central Government)?

Not applicable.

16. Are the amounts set out in the responses to 13, 14 and 15 variable or time limited? Please give details.

Ongoing officer time for the duration of the service contract.

17. Does the partnership have an asset register?

No

18. What are the risks to the Council of entering into the arrangement?

Tendering results in unaffordable service so re-commissioning can't go ahead in the timescale initially planned.

19. What are the risks to the Council if we do not enter into the arrangement?

Current arrangements continue not offering Best Value; continuing to be provider led; and offered on an inequitable and inconsistent basis in different localities.

20. What are the likely consequences for the Council if we decide to withdraw from the partnership?

The joint recommissioning process would cease.

21. What are the likely consequences for the Council if any of the other partners withdraw from the partnership?

The Council wouldn't be able to re-commission the service on a multi-agency basis and make best use of limited resources.

22. Is there a written partnership agreement? Yes (go to 23) **No** (go to 24) *(delete as appropriate)*

23. If the answer to 0 is Yes, has this document been reviewed/signed off by the Legal Unit? Yes/No *(delete as appropriate)*.
Please provide details/comments below.

Not applicable

24. If the answer to 0 is No, please explain why the arrangements are not in writing.

No, not at the time of writing however, the Legal Unit are in the process of drafting a partnership agreement which will be circulated to the service commissioners for approval and signing before 24th November 2009.

25. Please give reasons why the partnership is considered to represent best value/value for money for the Council.

Joint working to commission a single provider model will maximise efficiencies and provide Best Value. There will also be a tighter control on performance monitoring than the current arrangements have allowed.

26. What review mechanisms are in place? Please show how these will ensure that the partnership is appropriately reviewed on a regular basis.

Review mechanisms are for the service contract rather than for the partnership. For service development and monitoring there are regular meetings of the SLCN implementation group up to the commencement of the contract and during the period of the service contract there will be regular contract monitoring meetings and activity reports will be provided on a quarterly basis with other specific reports provided within a month of the request being made.

27. Please comment where the nature of the partnership has changed significantly since approval was originally given (e.g. by Cabinet) to participate? If no change, please state.

Not applicable

28. Please mark the relevant box to indicate whether any of the following have been consulted in relation to the partnership arrangements:

Section	Y	N	N/A
Corporate Procurement Unit	X		
Finance			X
Legal Unit	X		
IT			X
Human Resources?		X	
Programme Office	X		
Communications?			X

Any other comments?

Review Section

Please complete this form electronically by filling in the relevant boxes.

Submission information is given on the front page of the Forms.

1. Do the Members/Officers whose details are set out in question 8 of the Information Section have the necessary authority within the schemes of delegation to represent the Council on the partnership? Please give details.

Yes

2. Please comment here on the adequacy of the governance provisions for the partnership.

The partnership agreement will detail the governance arrangements.

3. Please comment here on the adequacy of the financial controls for the partnership.

The partnership agreement will ensure that there are adequate controls for the partnership.

4. Is finance linked to satisfactory performance? Please give details.

The service contract will include appropriate default and termination clauses.

5. Did your review highlight any areas of concern? If so, please give details below and ensure that these areas will be addressed:

No

6. Is the partnership arrangement clearly documented?

The Council's Legal Service Unit will ensure that the Partnership Agreement is clear and robust.

7. For Level 3 partnerships, please complete the following checklist.

Partnership Document		Y	N	N/A
1.	Have the following been agreed in writing between the partners:			
➤	The aims of the partnership	Y		
➤	The management structure. <i>The sponsor for the project is the Director DCE and the Council's Officers on the implementation group report to the Director.</i>			n/a
➤	The decision-making process – <i>to be covered in the partnership agreement</i>		N	
➤	The frequency of meetings and quorum requirements – The SLCN implementation group is meeting monthly during the pre-tender and tendering phase of the partnership. Meetings for monitoring during the period of the contract will be on a quarterly basis.	Y		
➤	Compliance with the Codes of Conduct (officers and members) and management of conflicts of interest. <i>To be covered in the Partnership Agreement</i>		N	
➤	Each partner's role and responsibilities <i>To be covered in the Partnership Agreement</i>		N	
➤	Ownership of assets/balances resulting from the partnership			n/a
➤	Dispute resolution mechanism <i>To be covered in the Partnership Agreement</i>		N	
➤	Provisions regarding exit and termination <i>To be covered in the Partnership Agreement</i>		N	
➤	Production of accounting and performance reports – Service Provision will be covered in the contract – n/a to partnership itself.			n/a

Responsibilities, liabilities and risks		Y	N	N/A
2.	Have the following legal elements been addressed in writing?			
➤	Health and Safety <i>Service Provision will be covered in the contract – n/a to partnership itself.</i>			n/a
➤	Data Protection and Freedom of Information <i>Service Provision will be covered in the contract – n/a to partnership itself</i>			n/a
➤	Criminal Records Bureau checks <i>Service Provision will be covered in the contract – n/a to partnership itself</i>			n/a
➤	Equality legislation – <i>Service Provision will be covered in the contract – n/a to partnership itself</i>			n/a
➤	Compliance with service-specific legislation <i>Service Provision will be covered in the contract – n/a to partnership itself</i>			n/a
➤	Compliance with Council rules of procedure in relation to the activities of the partnership (e.g. Contract Regulations) –	Y		
➤	Responsibility for recruitment and employment <i>For the Service Provision this will be covered by the contract.</i>			n/a
➤	Secondments and supervision of staff			n/a
➤	Schemes of delegation – to ensure that Officers are acting within their delegated powers –	Y		

3.	Financial Controls: Have the following elements been addressed?	Y	N	N/A
➤	Allocation of responsibility for financial records (please attach a copy of the most recent annual accounts or financial reports of the partnership, if available). –			n/a
➤	Financial governance in place? Please provide details: <i>Cabinet approved the procurement project 23.6.09</i>	Y		
➤	Insurance requirements? <i>Relevant only to the Service contract and will be covered by the contract.</i>			n/a
➤	VAT status of the partnership			n/a
➤	Arrangements for approving budgets, detail of partner contributions and expenditure monitoring arrangements. Please give details. <i>The Service Contract will require financial monitoring information to be provided as necessary. The Partnership Agreement will cover approving budgets and detail partner contributions.</i>	Y		
➤	Dealing with underspends/overspends <i>This is and will continue to be the Service Provider(s)' risk.</i>			n/a
➤	Costing of contributions in kind?		N	
➤	Reimbursement of administrative/management costs and the basis of calculation?		N	
➤	Specific requirements of any grant funding (e.g. from central government)?			n/a
➤	Provisions detailing payments by/to partners. <i>To be covered in the Partnership Agreement</i>		N	

Risk and Performance management		Y	N	N/A
4.	Is there a risk management framework in place? <i>The project manager is developing a risk register.</i>		N	
5.	Is there a performance management framework (e.g. KPIs)? <i>This relates only to the service not the Partnership itself This is being developed as part of the service specification.</i>	Y		
6.	Are the key objectives adequately defined?	Y		
7.	Is it clear who will monitor performance? <i>Performance to be monitored by new Service Director, Commissioning and Performance</i>	Y		
8.	Is there provision for managing under-performance and ensuring maximum efficient performance?	Y		
9.	Does the partnership add value to the overall Service Provision?	Y		

Audit		Y	N	N/A
10.	Has/will the partnership be audited by an independent body?			n/a
11.	If no, do the arrangements provide adequately for audit?			n/a
12.	If yes, when was the last audit undertaken? Please provide details of the scope of the audit and any findings:			n/a
13.	If any suggestions have been made as a result of any audit for improvements have these been implemented? Please give details below:			n/a
14.	Has the partnership been previously evaluated (e.g. Scrutiny, internal review, Cabinet)?		N	
15.	If yes, have all recommendations been actioned?			n/a

Please select one of the options below after completing your review:

Option:	Y	N
a. Level 1 or 2 - I confirm that the partnership detailed in this form is approved and confirm that it should proceed to registration. Please pass the form to CPU for Registration.		
b. Level 3 - I confirm that the partnership detailed in this form is approved and confirm that it should be reviewed by Cabinet. Please pass the form to Cabinet for review.	Y	
c. The partnership is not approved and may not be entered into by the Council.		
d. Please clarify the following outstanding issues: [Please complete] Please pass the form back to the Officer who completed the Information Section. The approval process will return to Step 2.		

Date of completion of review: 26.10.09

Name of reviewer: Trevor Daniels

Signature:

.....