

Contracting workstream: Terms of reference

South London Pathfinder programme: Contracting workstream

Overall function:

- Contractual oversight of the Pathfinder Programme including development and recommendations for alignment of contract principles and approach, governance and management of Associate Commissioners.

Membership

Joint Chair:

- Amelia Whittaker, Director of Contracting SWL ICB
- Juliette Plunkett, Director of MDT Contracting, SEL ICB

Membership:

- Poonam Lad, NHS South East London ICB
- Theresa Douglas, NHS South West London ICB
- Kellie Blaine, Ian Jackson, NHSE London Region
- Helen Maguire, GSTT
- Kelly Goulding, KCH
- Sue Eaton, NHS England, South East region
- Shirley Yates, NHS England National Team
- Helen Wilson, NHS England National team
- Amol Joshi, SGH
- Emma Hyland, RMH

In attendance:

- Representative(s) from the London (and possibly South East) Regional Specialised Commissioning Team(s)
- Contract Leads from SEL and SWL Trusts
- Contract Leads from SEL and SWL ICBs
- As needed other Providers in contracting process

Meeting format:

- Monthly 90 minute meeting
- Supported by the South London Pathfinder Programme, Programme manager
- Papers to distributed no later than three working days prior to meeting
- Additional meetings may be held on an extraordinary basis when required.
- Additional agreement by correspondence can be made in between meetings by the core members of the group.
- An action point summary will be produced following the meeting

Function (22/23 & 23/24)

1: Governance

- Establishing a governance approach and forum/s for the contracting framework
- Working with NHSE London Region contracting team to align seven regional associate contracts to SEL and SWL led host arrangements

2: Testing and Development of Contractual Approach

- Alignment of contractual principles and approach
- Recommendation of processes for in-year review of contract handling
- Development of collaborative commissioning agreement/s (or equivalent)
- Developing methodology for monitoring success (what does good look like?)
- Close matrix working with Finance and BI workstreams

3. Ways of working and sharing lessons learnt

- Development of matrix team approaches across organisations (providers, ICBs, Regional & National Teams) and across multi-disciplinary teams (contracting, BI, finance).
- Recommendation of contractual arrangements for 2024/25.
- Development of lessons learned documentation for national teams, Regions and ICBs.

Key interfaces

- SWL and SEL ICS Planning / Contracting Leads
- NHSE London Region and National Specialised Commissioning finance, BI and contracting leads
- Pathfinder BI and Finance workstreams