

**Members and Officers Commissioning Framework task and finish group
Terms of reference February 2020 (draft)**

1. Background

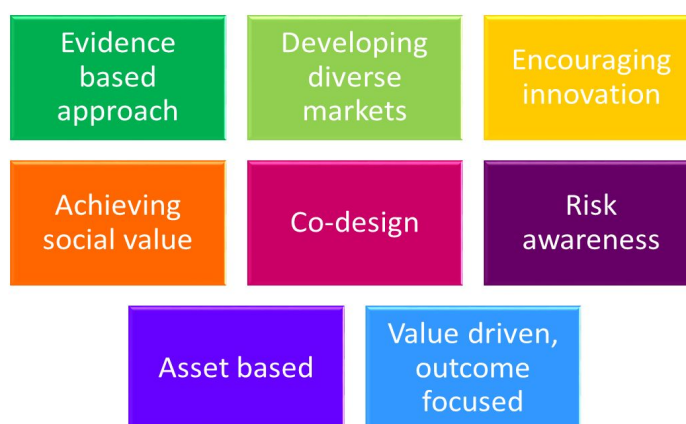
The Council is developing a new commissioning framework which will enable us to design and deliver services in the most effective way, support the delivery of improved outcomes, and make best use of the totality of available resources to achieve desired outcomes for residents, businesses and communities.

The commissioning framework consists of three key elements

- Commissioning Strategy
- Commissioning guidance, policies, tools and resources
- Cross cutting policies



8 key principles have been developed and designed to form the foundations of the new commissioning framework (shown below):



The [commissioning framework principles and timelines](#) were approved by F&P Committee on 3 October 2019 and Members resolved that a cross-party Task and Finish Group be established to work with Officers in the development of the commissioning principles and preparing a draft Commissioning Strategy for approval by this Committee.

2. Purpose / Specific tasks to be carried out and finished

The Commissioning task and finish group will oversee the design and delivery of the new commissioning framework, which includes a new commissioning strategy, commissioning and contract policies, and a range of internal tools and resources.

The overall aim of the commissioning task and finish group is to:

1. Shape our new Commissioning principles, commissioning strategy and contract management policies and oversee the design and delivery.

This will include exploring the following themes:

2. Feedback from the commissioning consultation.
3. How do we make it easier for local businesses and VCS to do business/ partner with us.
4. Agreeing a clear understanding of what the council means by social value.
5. Members roles in the commissioning cycle and support needed to help them navigate the associated tools i.e commissioning pipeline and contracts register.
6. Consideration of the full range of clear commissioning intentions / options (not just outsourcing).

3. Structure and reporting:

- Meetings will be held on a monthly basis to discuss and develop the above topics starting in March and ending by July 2020.
- A plan will be developed with group Members for each topic area. Officers will facilitate these task and finish group sessions/ discussions and track progress.

4. Roles and Responsibilities

The cross party Members and Officers task and finish group members will work together to co-design and deliver these activities and promote them via their existing networks.

Membership

Group members	Area of work	Contact
Sarah Ireland (Chair)	Director of Corporate and Commercial	sarah.ireland@kingston.gov.uk 0208 547 5320
Charlotte Rohan (Co Chair)	Assistant Director Corporate and Commercial	charlotte.rohan@kingston.gov.uk 020 8547 5082
Deb Flintoff	Corporate Head of Contracts	deborah.flintoff@kingston.gov.uk 020 8547 5559
Mirela Lopez	Corporate Head of Commissioning	mirela.lopez@kingston.gov.uk
Tessa Cole	Corporate Head of Transformation Team (team are leading VCS review)	tessa.cole@kingston.gov.uk
Anna Camp	Project Manager- Smarter Commissioning: Better Contracting Programme	anna.camp@kingston.gov.uk 020 8547 6438

Cllr Liz Green	Leader of the Council	liz.green@kingston.gov.uk
Cllr Alison Holt	Portfolio Holder for Finance and Contracts	alison.holt@kingston.gov.uk
Cllr Mark Durrant	Lib Dem Ward Councillor	mark.durrant@kingston.gov.uk
Cllr John Sweeney	Lib Dem Ward Councillor	john.sweeney@kingston.gov.uk
Cllr Kevin Davis or	Leader of the Opposition	kevin.davis@kingston.gov.uk
Cllr Rowena Bass	Deputy Leader of the Opposition & Opposition Spokesperson for Finance and Contracts	rowena.bass@kingston.gov.uk
Cllr Sharron Sumner	Green Party Ward Councillor	sharron.sumner@kingston.gov.uk

7. Meeting arrangements

- Meetings will be chaired by Sarah Ireland
- Recommendations for consideration by the Smarter Commissioning, Better Contracting Programme board will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).
- Meetings will be scheduled on a monthly basis (dates below - start time 5.30pm (presumming eve to be decided) until; July 2020 (or date that framework and training plan has been signed off)
Suggested dates
Tuesday 3 March
Tuesday 24 March
Wednesday 15/ Thursday 16 April
Wednesday 20 May
June and July dates tbc
- Anna Camp will be responsible for setting up the meetings, completing the meeting agendas, taking minutes and distributing all paperwork to the working group Members.

6. Review

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the task and finish group members.