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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Commissioning Complex Care Review Group

Terms of Reference

Version 1.1 DRAFT

November 2022

Board Name:	Commissioning Complex Care Review Group
Date:	November 2022
Author:	Kerry Broadhead; Assistant Director of Strategy
Owner:	Kerry Broadhead, Assistant Director of Strategy
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Revision history:

Revision	Summary of Changes
V1	Clarification of continuing care and continuing healthcare
V2	Membership, definition of complex care

This document requires the following approvals:

Approver	Designation	Date	Version
Mark Hackett	Chair Management Board	18.01.23.	

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Scope Inclusions

The scope of the Commissioning Complex Care Review Group (CHCRG) includes a time limited review of Health Board (HB) business management arrangements related to the commissioning of Complex Care (CC).

The scope of the review will extend to HB commissioning function arrangements for children requiring continuing healthcare and adults and older people with one or more of the following requiring continuing healthcare provision;

- a learning disability
- a physical disability
- a mental health condition
- a physical health condition

The review will include HB processes related to the following commissioning functions;

- Assessing Needs and Setting Outcomes
- Funding decisions and/or developing business cases
- Tendering and market development
- Contract performance management

The review will take place between November 2022 and April 2023 and report options for improving processes into the HB Management Board for consideration.

Scope Exclusions

The scope of the review excludes review of current service models, service delivery arrangements and future service development options.

The scope of the review excludes partner organisations commissioning arrangements.

Duties

The review group will lead delivery of the following:

Design

- Writing the principles for the review
- Writing the objectives for the review
- Defining 'excellence' for the key processes, taking account of life course approaches for children's continuing care planning
- Defining and agreeing the core data for capture in the review
- Defining the key milestones and delivery responsibilities

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Implementation

- Mapping of the current commissioning function processes for the different client groups against the review criteria
- Capturing the skill mix and time dedicated to delivering the commissioning function processes
- Managing and securing engagement with staff to facilitate an effective timely review process and output.

Evaluation

- Reviewing the learning from other areas and internally with key 'experts' in delivering these functions and opportunities to improve these
- Gap analysis between 'excellent' and current processes
- Options development and review to reach agreement on a desired future approach for recommendation to Management Board

Governance and Reporting

- Providing progress reports to Management Board as required
- Agreeing and overseeing delivery against a high level milestone plan for the review and risk mitigation against this
- Options appraisal report to Management Board for decision in April 2023

• Governance

The CHCRG will report progress to the Management Board.

A final Options Report will be presented to Management Board in April 2023.

Commissioning CHC Review Group Membership

Member title	Name	Notes
Service Group Director's MH&LD and PCTS	Janet Williams and Brian Owens	Co- Chairs
PCTS Finance Business Partner	Sally Killian	
PCTS Deputy Group Nurse Director	Karen Gronert	
MH&LD Finance and Business Partner	Richard Bowmer	
MH&LD Associate Service Group Director	Dermot Nolan	
Head of Nursing Childrens Services	Vicki Burrige	
Singleton Finance Business Partner	Chris Bimson	
Deputy Director of Nursing, Quality and Patient Safety	Hazel Powell	Quality, Safety, Experience
Assistant Director of Strategy (Commissioning & Sustainability)	Kerry Broadhead	Programme Lead
Graduate Trainee	Ethan Bates	To support AD commissioning

Invitations to meetings will be extended to attendees, when appropriate to support an agenda item.

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Chair

Meetings of the group will be chaired alternately by the Service Group Director's for MH&LD and PCTS.

Deputising of any members is to be agreed with the Chair in advance.

Meetings

Quorum

The meeting shall require the following to be in attendance to be quorate:

- One of the Co-chairs
- Programme lead
- One senior member each from PCTS and MH&LD Service Groups
- One senior member from Children's Services

Secretariat

Administrative support to arrange the meetings, agree the agenda, and circulate papers will be provided by Strategy Directorate

Frequency

Meetings of the group will be held monthly

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