

Bolton Council

Report to: Executive Member Deputy Leaders
Portfolio
Executive Member Resources and
Regeneration

Date: 19/07/2018

Report of: Ged Rowney, Director of People

Report No:

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Report Title: Establishment of Commissioning Officer Post

**Confidential /
Non Confidential:**
(delete as approp)

(**Confidential Not for Publication**) This report is exempt from publication by virtue of Paragraphs (1) of Schedule 12A to the Local Government Act 1972.

Purpose:

To establish a commissioning officer post – Grade 8 to deliver capacity across the Children’s, Adults and Public Health Commissioning Service

Recommendations:

To note the report and agree establishment of a Commissioning Officer Grade 8 Post

Decision:

**Background
Doc(s):**

https://www.greatermanchester-ca.gov.uk/downloads/download/55/greater_manchester_mental_health_strategy

(for use on Exec
Rep)

Signed:

Leader / Executive Member

Monitoring Officer

Date:

Summary:

*(on its own page
with background
docs)*

1 Summary

- 1.1 This report sets out a proposal to establish a new post to support the ongoing delivery of commissioning of Children's, Adults and Public Health Services in the Department of People. The post will be based within the People Department and this report requests permission to make the necessary staffing and budget changes to establish the post.
- 1.2 The cost of the role will be met from our within the Adults Budget Care Act monies and is recurrent.

2 Background

- 2.1 A previous round of savings in 2013 saw the deletion of a Commissioning Manager for Mental Health Services – Grade 12.
- 2.2 Since then the Council has struggled to meet the demand for commissioning services for people with mental health conditions at a time of growth in demand in these areas with nearly 4000 people in every 100,000 across Greater Manchester requiring some form of health or social mental health support.
- 2.3 Following a review of the commissioning service in 2017 it is apparent that extra capacity is required to support the commissioning of services for people with Mental Health conditions as the lack of current capacity has resulted in a lack of development of new care services for people with mental health conditions which places Bolton at risk of being unable to meet the requirements of the Greater Manchester Mental Health Strategy published in 2016 and have sufficient services available to meet the needs of its residents.
- 2.4 The council currently spends £8.5m on Mental Health Services with the majority £3.4 on residential provision.
- 2.5 There is currently a need to develop services that have a greater preventative focus but also encourage independence and are more cost effective. These include services delivered closer to home such as outreach and home support services. A wider range of supported housing options and also respite options.
- 2.6 This will not only help Bolton achieve the standards set in the Greater Manchester Mental Health Strategy but also address impending cost and demand pressures.
- 2.7 It is a requirement of the Health and Social Care Act 2012 and the Greater Manchester Mental Health Strategy that both provision and commissioning is integrated where possible and appropriate and it is also the intent of Bolton Council and Bolton Clinical Commissioning Group (CCG) to form an integrated strategic commissioning function.
- 2.8 The strategic commissioning function will see commissioning officers and managers co-located with staff from the CCG, budgets pooled and functions shared. This post will be a valuable addition to this future partnership to ensure the voice of social care is heard loudly within these new commissioning environments.
- 2.9 The post although to be advertised as specialising in Mental Health will be recruited to on a generic commissioning officer job description. This will allow change of area should it be required in the future in what is a rapidly changing environment.

3 Post to be established

3.1 The new post to be established is identified in the table below.

Post	Grade	FTE
Commissioning Officer	8	1.0

4 Funding Arrangements

4.1 The full cost of this post is £43,300. The post will be funded from the People Department Adult Services Care Act monies.

5 Equality Impact Assessment

5.1 Under the Equality Act 2010, the council must have due regard to:

- Eliminating unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- Advancing equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Fostering good relations between people who share a protected characteristic and people who do not share it.

5.2 It is therefore important to consider how the proposals contained within this report may positively or negatively affect this work.

5.3 An initial screening for equality implications has been undertaken, based on this the report does not require an Equality Impact Assessment to be completed as it is not requesting a policy change on the part of the Council.

6 Recommendations

6.1 To note the report and agree establishment of a Commissioning Officer Grade 8 Post

Department	PEOPLE
Job Title	COMMISSIONING OFFICER
Grade	GRADE 8
Primary Purpose of Job	To assist the Director to do everything possible to ensure the Department fulfils its primary purpose both effectively and efficiently; ensuring that evidence based commissioning and procurement deliver services that meet the required outcomes and quality standards
Reporting To	Commissioning Manager
Responsibilities	<p>To develop the delegated commissioning strategies and plans with key partners and stakeholders, ensuring that those commissioning plans are based on strong, provider, user, carer and citizen consultation, analysis of service user needs and analysis of the market</p> <p>To deliver activity and specific projects that develop commissioning/procurement approaches to health, social care, children and young people and social inclusion services which improve outcomes for services users and improve value for money for the council.</p>
Main Duties	
1	To support the Commissioning Manager in commissioning activity involving partners such as statutory bodies, service user groups and providers.
2	To develop, introduce and implement commissioning plans, strategies and contribute to the overall Market Position Statement.
3	To collate data from multiple sources and conduct a thorough and objective analysis of data relating to need, demand, market performance and market quality, translating this evidence base into options appraisals and commissioning recommendations.
4	To redesign services and develop new service models: ensuring that the Council's core priorities of value for money, quality and effectiveness remain paramount.
5	To liaise and consult with key partners including HealthWatch, to develop community and provider engagement activity; ensuring that the views of local people are incorporated into service specifications, service reviews, commissioning plans, commissioning strategies and quality frameworks.
6	To liaise with key council officers on the robust development of Equality Impact Assessments and to ensure risks are managed.

- 7** To undertake market analysis and develop activities/services/partnerships/multi-agency initiatives in line with the Council's key priorities.
- 8** To have a shared role with other commissioning colleagues in developing policies, protocols and practices which ensure the delivery of contracts/service level agreements/funding agreement requirements.
- 9** To work closely with contracts staff to report and understand the contract performance of services.
- 10** To project manage specific projects and provide support to other council programmes as required.
- 11** To undertake any other reasonable duty as directed by the Head of Service.

Date Job Description prepared/updated: 07.02.17

Job Description prepared by: Tim Bryant – Head of Commissioning

Person Specification

Department **PEOPLE**

Job Title **COMMISSIONING OFFICER**

Stage One	Disabled Candidates are guaranteed an interview if they meet the essential criteria	
The Minimum Essential Requirements for the above Post are as Follows:		Method of Assessment
1.	Skills and Knowledge	
1.	Demonstrate a good understanding of the management and operation of Health and Social Care Services.	Application/interview
2.	Demonstrate a detailed understanding of the legal and regulatory frameworks relating to the commissioning of services by public bodies.	Application/interview
3.	Demonstrate a detailed understanding of the potential impact and risk management on stakeholders of commissioning, staffing and contracting decisions.	Application/interview
4.	Ability to understand, present and interpret complex statistical and qualitative data.	Application/interview/test
5.	Demonstrate a high level of literacy; including the ability to prepare reports, write complex plans/strategies (short,medium,long term) and develop tender documentation.	Application/interview/test
6.	Ability to understand, develop and explain complex documentation to a variety of audiences.	Application/interview/test
7.	Demonstrate a high level of numeracy and knowledge of preparing and managing budgets; including the the ability to monitor and evaluate budgets to a good level of accuracy.	Application/interview/test
8.	Ability to assist with and facilitate market or service provider changes	Application/interview

9.	Demonstrate a detailed understanding of outcome-based commissioning and service-user outcome frameworks and an understanding of strategic outcome frameworks	Application/interview
	Ability to network, form partnerships and lead a range of different groups, including ability to negotiate, influence and resolve conflicts	Application/interview
	Ability to work as a member of a team	Application/interview
	Ability to project manage, organise own workload and prioritise tasks in order to meet deadlines.	Application/interview
	Excellent IT skills including word processing, spreadsheets, databases, email, internet browsers and business specific ICT systems	Application/interview/test
	Ability to develop and maintain positive and productive relationships with specific market sectors and individual service providers.	Application/interview
10.	Competencies – Please note the council's corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document	Interview
2. Experience/Qualifications/Training etc		
1.	To be able to demonstrate experience/knowledge of a contribution to strategic commissioning, experience of procurement and contract framework monitoring within health, social care or other similar commissioning expertise	Application/Interview
2.	A relevant commissioning, contract and procurement qualification or a commitment to gaining a relevant qualification within 3 years.	Application
3.	Understanding of partner agencies' functions and responsibilities in relation to commissioning, procurement and contracts.	Application/Interview
3. Work Related Circumstances		
1.	Bolton Council is a Smoke-free Employer	Application

2.	The nature and demands of the post holder's time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time.	Application
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STAGE TWO	Will only be used in the event of a large number of applicants meeting the minimum essential requirements	
Additional Requirements		Method of Assessment
1.	Skills and Knowledge	
1.	Evidence of delivering service user outcomes through contract management and procurement.	Interview
2.	Experience/Qualifications/Training etc	
1.	To understand the legal and policy implications of social care, contractual, procurement and employment (in relation to TUPE) in relation to commissioning and ensure that there is a minimal impact to service users and the council.	Application/interview
2.	Relevant Professional Qualification.	Application/interview
3.	Experience of managing substantive contract and relationship change successfully.	Application/interview

Date Person Specification prepared/updated: 07.02.17

Person Specification prepared by: Tim Bryant – Head of Commissioning

These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period

Developing Self & Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality & Diversity

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

Health & Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by The Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.