

## **Appendix C Indicative Timetable of Phases Activities and Key Decisions**

### **Supporting Health Visiting and School Nursing (0 to 19) Services in Berkshire East: A collaborative approach.**

Alignment of contract timeframes for different local authorities is complex but manageable provided there is sufficient support from senior officers and the timeframes are reasonable for members to agree proposals.

Currently a further extension is being requested to allow:

- 1) Alignment of SBC services with Bracknell Forest Council (BFC) and Royal Borough of Windsor and Maidenhead (RBWM)
- 2) Sufficient time for any changes to current procurement procedures to maximise opportunities for improved service commissioning
- 3) Alignment of services with wider health and care services

Discussions with the chief executives of BFC, RBWM and Frimley Health have all assured very senior support of a collaborative approach. At this stage, Cabinet is being asked to agree a contract extension, rather than a full procurement and provider selection plan, as any plans/timelines will be dictated by the three factors above. Three key issues are important to note three interrelated elements underpinning the indicative timeframe below.

- The current request is for a further contract extension of one year in addition to that already granted
- The other two local authorities are commencing their own internal processes.
- Once all three Berks East authorities have completed their own approval processes a full procurement business case and forward plan for the whole collaborative endeavour will be presented to each authority's Cabinet for agreement

The timeline below therefore serves to be a high-level indication that the contract extension allows time for the necessary procedures to take place in the correct order.

Where timelines are dependent on SBC processes, these are outlined as fully as possible. Where timelines are dependent on processes within other organisations, then these are given at the level of detail needed to assure that the timeframes allow sufficient time for key milestones for SBC.

Most significantly, in the previous timeframes, Slough Borough Council would have been required to start an open procurement in late 2022. This would have been under current procurement procedures (rather than the incoming Provider Selection Regime) and before the other two local authorities would have gained cabinet approval for a collaborative approach. These factors would have prevented a pan-East Berkshire service being commissioned for the current contract.

An agreed extension would give the following contract start dates:

<b>Authority</b>	<b>Go Live Date for the collaboratively developed service specification</b>	<b>Key Outcome proposed</b>
Bracknell Forest Council	April 2024	new service in place
RB Windsor and Maidenhead	August 2024	new service in place
Slough Borough Council	October 2024	new service in place

Table 1 Berkshire East Collaborative service offers Go Live Dates as currently understood

### **Indicative timeframes, Key Actions and Decisions**

It is worth noting that it could be determined that the most appropriate date for all three areas to go live would be October 2024, allowing for maximised timescales for mobilisation and communication resources across the Berkshire East region, but that this is not currently an agreed stance and the timelines here are those currently understood as being in place.

<b>Indicative timeframe</b>	<b>Key Actions/Phases and Decisions</b>	<b>Explanatory notes</b>
<b>From October 2023</b>	<b>Establishment of Task and Finish Group to deliver the collaborative and set out an appropriate reporting and delivery schedule</b>	As per the amin Cabinet Paper a task and Finish Group with strategic input from all three areas will manage the delivery of the collaborative and ensure timely reporting is available to support local area decision making and progress trough democratic and commissioning structures
<b>From November 2022</b>	<b>Agreement By neighbouring Local authorities of collaborative working arrangements and initial approval processes</b>  NB: Slough Borough Council would – subject to the October cabinet - already have approval to consider a collaborative approach and extended timeframe when Bracknell Forest BC and RB of Windsor and Maidenhead request a decision from their own cabinet.	Provided the Slough contract extension is agreed, then the next key milestones to a collaborative service will be cabinet sign off by Bracknell Forest BC and RB Windsor and Maidenhead.
<b>From December 2022</b>	With all required permissions across all Berkshire East local authorities the collaborative will have three initial main objectives/deliverables:  1) To work closely with BFC and RBWM to ensure contract timeframes are aligned	It is anticipated that updates to each authority senior Corporate Leadership team will be provided on a month-to-month basis and Cabinet level updates provided in a schedule to be agreed,

	<p>2) To agree outcomes and begin work on a joint service specification to increase stability and capacity within the Health Visiting and School Nursing workforce to enable more accessible services for residents</p> <p>3) To use the extended timeframe to continue to improve current services for children and young people</p>	<p>but no less than quarterly.</p> <p>All collaborative and quality improvement works will be supported by a comprehensive engagement workstream to ensure elements of stakeholder voice and where possible co-produced elements</p>
<b>Late 2022/early 2023 -</b>	<b>Provider Selection Approach and Agreements:</b> The <a href="#">Preview of proposals for the provider selection regime</a> state that a major change to the current regulations will be the option to identify a suitable provider without running a competitive procurement process.	Timescales tbc - The exact details in the upcoming statutory guidance will outline the process for this.
<b>Timescale tbc</b>	The provider selection regime is expected to be published by early 2023 and SBC will align their procedures accordingly.	Local Cabinet/system scheduling to be agreed
<b>Early 2023</b>	<ul style="list-style-type: none"> <li>Specific options for commissioning across a pan-East Berkshire footprint will then be developed dependent on the new procedures</li> <li>Procurement Business case and Provider selection approach to be shared and agreed across all three local authorities at Cabinet level</li> </ul>	Until the statutory guidance is published, the exact details and timeframes of the process for a collaborative approach cannot be predicted. Again, the current decision is the decision to extend the current contract.
<b>Early to late 2023.</b>	<ul style="list-style-type: none"> <li>February 2023 Collaborative Progress report – Assessment of Progress to date across all system areas and decision to proceed or to pursue a local solo provider selection approach from 1<sup>st</sup> April 2023</li> <li>1 st APRIL 2023 – Deadline for continuing with the collaborative or pursuing a local solution</li> </ul>	NB each areas democratic structures has a slightly different timeline hence the assessment at February and deadline for decision on next steps in April 2023

	<p>Following agreements, the Collaborative will develop essential commissioning and service products including:</p> <ul style="list-style-type: none"> <li>• Service specification development completion</li> <li>• Commissioning approach agreed and initiated</li> <li>• Contract model choice and development and sign off for use</li> <li>• Potential provider(s) identified and engaged</li> <li>• Selection of provider(s) for the collaborative and ratification at Cabinet level</li> <li>• Contract signage and mobilisation period</li> </ul> <p>Key Decisions will be presented to each authority's cabinet once each local authority has interpreted and embedded the regulatory changes into their own processes.</p>	
<b>Late 2023 to Early 2024</b>	<b>Mobilisation of local service offers across 2023 and 2024</b>	NB as noted above each area could choose to push mobilisation to October 2024 allowing a joint go live and longer "run up" to Go live.
<b>April 2024</b> <b>August 2024</b> <b>October 2024</b>	<b>Bracknell Forest Council</b> <b>Royal Borough of Windsor and Maidenhead</b> <b>Slough Borough Council</b>	

Table 2 Indictive timeframes for the proposed Collaborative