<table>
<thead>
<tr>
<th>DATE</th>
<th>9th December 2008</th>
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<tbody>
<tr>
<td>APOLOGIES</td>
<td>Brian Grady, Richard Haigh, Alyson Sheldrake, Judith Johnson, Roy Souter, Martyn Boxall, Brian Sarahan, Corinna Medland, Gary Chown</td>
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<tr>
<td>COPIES</td>
<td>John Wilkin</td>
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**A. STANDING AGENDA ITEMS**

- **Minutes, matters arising and current issues.**
  - Election of Chair – the group accepted John Barnard and Ray Beale’s offer to stand as Chair and Vice-Chair in the short term.
  - Terms of reference – B1 on the agenda.
  - Current issues – JPB stated the Authority’s strong commitment to becoming a Commissioning Authority. The Authority has recently been short-listed for the Beacon Status award. The inspectors were particularly impressed with the Authority involving young people in commissioning.

**B. DEVELOPMENT AGENDA ITEMS**

1. **Terms of Reference**
   - The Devon Education Forum, held on 26/11/08 approved the name of this group changing from Commissioning Forum to Commissioning Board. JPB clarified Forum’s are discussion groups and Board’s are decision making groups. Discussion followed on the Terms of Reference and whether they were fit for purpose. Amendments were agreed – copy attached.
   - **Action:** Union reps to be confirmed.

2. **Commissioning Cycle – presentation from Ray Beale**
   - RB outlined the centralising of commissioning activity. RB clarified the differences between procurement and commissioning. Procurement covers the practical elements of contracting services whereas commissioning covers the strategic elements and larger implications. The Children and Young People’s Services includes 0-19 years and the Commissioning Board will need to be involved in future decisions. School budgets will remain unchanged even though an announcement on the unitary status is expected in March 09. A discussion followed on the possible announcement and how commissioning processes could be
3. OPEN School (online Procurement for Educational Needs) - presentation from Graham Newbery and paper

- Graham Newbery provided an overview of OPEN, an online purchasing programme which is school specific and runs alongside SIMS. GN has been seconded from Children and Young People’s Services to Department for Children, Schools and Families to drive this model forward. To qualify suppliers have to either have a National or Devon contract or be recommended by an education organisation. Suppliers catalogues can be viewed online and orders made through a “shopping basket” process. Orders need only be keyed in once. Electronic authorisation to approve orders can be allocated to specific staff. Comparative quotes can easily be obtained and electronic files, such as plans, added when requesting prices. Suppliers can limit their area allowing local producers to keep control over their delivery radius. If suppliers are not performing they can be removed. There is a feedback facility where recommendations and good deals can be shared.

- There will be two staff employed until March 2011 to help schools with procurement issues. An NVQ in procurement will be available to encourage staff development. After the initial training time, efficiencies in time and money predicted, £28 for each order made online. Payment for good remains unchanged. Online payment will not be required.

- There will be twelve procurement partners who will be able to offer schools across the South West “health checks” and look at their current procurement practices. OPEN complies with audit requirements; data on quotes and orders are easily obtained.

- A phased approach following on from pilot schemes is intended. The Commissioning Board suggested sanction from The Director of Finance and IT is obtained. It was felt the pilot scheme should include urban and rural areas. The Commissioning Board agreed to sanction progress on this project recommending Local Learning Communities, Bursars and Administrators approached to help drive the project forward.

4. Alternative portfolio (Approved Services to Schools) - Ray Beale

- RB explained that despite 48 Expressions of Interest, only a few completed a tender. Although companies want to provide services current regulations require them to provide services to the whole of the county’s schools. This can result in contracts being too big for suppliers to guarantee quality and reliability.

- Regarding tendering RB asked the Board if the Authority should;
  a) Carry out the re-tender of the phase I.
  b) Wait until all service tenders were required which would result in some contracts running 1yr extra than planned.
It was agreed to wait and tender all services together, this will be for year 2011/12.

The group discussed the benefits OPEN could bring to the process particularly in relation to the “vetting” process. It was decided to review the situation again in 6-9 months once the OPEN system has progressed. It was generally felt, given the current financial climate, support should be given to local suppliers, in turn helping community cohesion.

- JPB commented on current contracts whose original tenders incorporated annual price increases. The suggested increase for 2009/10 is 3.8%, the current RPI increase. The Board agreed to request that inflation allowed for services should be no more than 2.8% as school budgets are reduced by 1% due to the anticipated efficiency gain achieved through effective procurement.

5. SDA update

- RB updated the Board on Project StratCom which has been running for 18 months and is based on school improvement. The project has two elements; contract delivery, led by John Barnard and commissioning led by Ray Beale.

- From 1st April 2009 a new organisation, Learning Development Partnership (Devon), will take over the delivery of 11 services. The new organisation will have its own trading rules Each service will have a Service Delivery Agreement with the Authority.

- In order for future services to meet the organisations for each service required providers will need to complete a SDA form. The aim is to establish daily costs of services with clear outcomes and tasks from which performance can be measured. Payment for services could be based on performance and achieving targets. It is anticipated validation of SDA forms to be completed by the end of January 2009. The organisation is expected to naturally evolve, developing and moving forward as needs change. A draft SDA form was shown to the group for comments/feedback.

- Concerns were expressed over who the client is and who would be responsible for rating services. There were strong feelings from the group around consultation time scales. The group felt they needed time to consult with empowered groups and organisations to be able to bring back rational arguments and reasons to specific agenda items. It was requested the draft SDA is sent to Commissioning Board members as soon as available so that effective input into the SDA form is achieved.

**Action:** This item to be on the next Commissioning Board agenda.

6. AOB
### C. ITEMS FOR FUTURE MEETINGS

1. SDA Update

### DATES OF MEETINGS FOR 2009

Please note in your diary:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Friday 6th February</td>
<td>a.m.</td>
<td>Castle Drogo room</td>
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<td></td>
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<td>Larkbeare House Exeter</td>
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<td>Friday 15th May</td>
<td>a.m.</td>
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<tr>
<td>Friday 16th October</td>
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<tr>
<td>Friday 5th February 2010</td>
<td>2:00 – 4:00</td>
<td>Larkbeare Exeter</td>
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