



Minutes of meeting:		Institute of Commissioning Professionals Meeting Tuesday 20 <sup>th</sup> January 2009 Avanta Business Centre, London	
<p><u>In attendance</u> Doug Forbes DF Ken Tait KT Margo McIntosh MM Robert Foster RF</p> <p><b>Apologies</b> Wendi Ogle-Welbourn Paul McCormick Warwick Tomsett Simon Cox</p>			
Agenda item	Note	Name attributable to this note	Any action arising?
1	<b>Minutes of previous meeting</b> Meeting held on 19/08/08 – agreed as a correct record.		
2	<b>Doug Forbes</b> opened the meeting and everyone in attendance introduced themselves. DF also stated that Lord Toby Harris resigned in November 2008 having been asked to set up and chair a new Ministry of Justice Committee. Due to the input required for this Lord Toby Harris felt that he could not continue. Lord Toby Harris wishes the institute well and he would be keeping in touch.  The NC approved the payment of honorariums of £500 each for Lord Toby Harris, Doug Forbes and Ken Tait.	DF	
3	<p>3.1 <u>Bank a/c</u> issues. DF resolved. IOCP has not yet registered for <u>VAT</u> until it hits threshold. It was agreed by the NC not to refund the £100 margin that had been accrued. IoCP still not Vat registered. DF Reported on the financial position and tax liability. The financial year had also been extended till March</p> <p>3.2 Still no feedback from SS re. contact with <u>ADASS</u>. Still no feedback DF and MM said that they would try to contact various people WT stated that the IoCP should contact ADCS no feedback as yet</p> <p>3.3 However since the meeting the IoCP has</p>	DF	<p><b>DF/MM</b></p> <p><b>WT</b></p>



	<p>received a letter from CIPS lawyers stating that they objected to the Logo). DF has written to CIPS regarding the matter but as yet no feedback. The matter is closed and the IP application has ceased.</p> <p>3.4 It was felt at the meeting that there would need to be some form of approach to CIPS. DF stated that he had tried last summer with no success but will try again. However CIPS see that Commissioning comes under Procurement. This led to a discussion on how even at a local level this was true but by speaking to the local procurement officers there was a beginning of an understanding that Commissioning and Procurement is differentiated.</p> <p>3.5 <u>IOCP definition of commissioning</u> now published. DF stated that the IoCP Definition has now been stated in the Select Committee on Public Administration 11<sup>th</sup> report There was further discussion on the definition and how different Gov. Depts view commissioning. WT there is different areas of understanding. DF said that when he visited Birmingham University they stated that the IoCP should go wider and include others who are involved with commissioning e.g. MOD .This is now on going and will continue try and bring in all those involved with commissioning.</p> <p>3.6 RF and MM commented on the fact that 3<sup>rd</sup> Sector when tendering have not got a good understanding about pricing and costs and so do not win many contracts as they are usually quite a bit higher than other tenderers. It was felt that the IoCP should help the 3<sup>rd</sup> sector in this</p> <p>DF stated that he was meeting with APSE. DF stated that he did a presentation to them. No feedback as yet</p> <p>3.7 <u>Conference Programme</u></p> <p>The IoCP has had to cancel the last three conferences due to failure to achieve viable numbers. Although there are a lot of courses on offer what the IoCP were trying to do with their courses was to be more skills led. After some</p>		<p>DF</p> <p>DF</p> <p>ALL</p> <p>KT</p>
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	<p>discussion it was felt that the next IoCP conference would be about the 14-19 year old Children's Transition to be held at the end of April.</p> <p>3.8 DF stated that Care and Health and Commissioning News were no longer available and maybe there was now an opportunity for something to take their place. The Council thought that the IoCP Intelligent Commissioning should be quarterly</p> <p>3.9 <u>Membership Levels</u> and fees. Growing but we need to approach corporate members. This is still the case. DF and KT showed the new Partnership offer which would allow Organisations to share information on three areas Drugs and Alcohol, Stopping Smoking and CQUINN. This would take the form of a separate area in the web site for each accessed by password. It would also include 1 free membership. There are already two Councils interested in signing up.</p> <p>3.10 <u>Website</u> had been updated again. KT requested further info documents from members to be posted. Reminder to members to go out.(and since the meeting the forum has been added). There are now vacancies being put up on the web site and other members CV's can be obtained. MM asked if the forum could be anonimised then maybe more people would join.</p> <p>3.11 <u>£117.50 membership fee</u> to remain in place.</p> <p>3.12 <u>Education &amp; Training</u> It was agreed that the IoCP needs to raise the bar. So as of the first of January 2009 members will need to have some form of education or practical experience before they can join.</p> <p>3.13 KT suggested that those that are going through a course that they might be given a student membership. IOCP needs to accredit courses and set up standards by which to accredit. It was agreed that the and for the next meeting there would be a paper for the National Council. It was also decided that the NC would be advisors No learning sets have been set up yet. WT is suggesting that there could easily be one in London</p> <p>3.14 On the question of Accreditation DF stated that City &amp; Guilds were not developing a Commissioning course as there was not enough interest in it. It was agreed that the National</p>		<p>KT</p> <p>KT</p> <p>KT</p> <p>DF</p> <p>KT</p>
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	<p>Council would write to all Ministers stating that the IoCP would be willing to help and engage to promote Commissioning.</p> <p>3.15 <u>Media</u> - Members were requested to send email lists of other commissioners and the managers/Directors if they could send the email addresses of their staff.</p> <p>3.16 <u>Minutes</u> were now being posted after circulation</p>		<p><b><u>DF</u></b></p> <p><b>ALL</b></p>
<b>5</b>	<p><b>Press Releases</b></p> <p>5.1 Press releases and other information is being circulated through the IoCP databases this has promoted feedback and website hits. On going</p>	DF	
<b>6</b>	<p><b>Survey Report</b> A New survey to be distributed</p> <p>IOCP website could be used to promote knowledge of legislation and standards (e.g. Interpretative Communication from the EU on Social Services Procurement). <i>Is being done and other information constantly being added on going</i></p> <p>DF outlined issues around the broadening of contracting within commissioning of personalised budgets. Debate took place on this. The impact on commissioners is that they will have to start thinking differently about their role (in Health &amp; Social Care particularly). <i>Follow up required</i></p> <p>Agreed to pursue the reasons why Commissioners are not held in high esteem. <i>Follow up required</i> There was a discussion on these issues with MM stating that in some councils there needs to be separation between the commissioners and the providers and that there are so many roles that are duplicated RF stated that commissioning needs to be seen as a career path DF stated that there was some modelling around and that some are using strategic Commissioning and he mentioned about Deloitte's General and Specific Commissioning Framework</p>	DF/KT	<p><b>KT</b></p> <p><b>ALL</b></p> <p><b>All</b></p>



7	<p><b>Development Plans</b></p> <p>DF stated that the LGA have asked what they can do together and DF is seeing them with four questions 1) Accrediting commissioning 2) CEO's not understanding what commissioning is about and what education is required 3) Budgets – commissioners must be in charge of their own budgets 4) Commissioning research.</p>		<p><b>ALL members to review funding potential</b></p>
8	<p><b>Any Other Business</b></p> <p>DF stated that the NC members should try and attend the Ministry of Justice Commissioning Academy which meets once a month in London KT to chase the MOJ for information</p> <p><u>Membership Levels -</u></p> <p>Pharmaceutical companies are supporting commissioning activities and may support IoCP development. We have had discussions with Takeda. <i>For follow up and on going</i></p> <p>It was agreed that perceived value by commissioners would increase membership and the IoCP's lobbying power.</p> <p>Some larger sponsorship might support this if approaching the FESC or pharmaceutical companies. <i>For Follow up and on going although there is now a Forum up and running. It was also agreed that those that are studying for a certificate/diploma/degree in commissioning subject to accreditation that they would be allowed to join the IoCP for £50.00/year until there</i></p>	<p><b>DF</b></p> <p><b>DF</b></p>	<p><b>ALL to feedback suggestions to DF on big player further contacts.</b></p>



	<p><i>course was finished. On going</i></p> <p><b>AOB</b></p> <p>The next Conference is too held in April/May and will be about the 14-19 year olds Transition. Speakers will need to be found</p> <p><b>Meeting closed 12.45pm</b></p>		
11	<p><b>Date of Next Meeting</b> <b>14<sup>th</sup> April</b></p>		<p><b>DF/KT and emails out to members</b></p>

**Circulation:**

**cc:**