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Heads of Agreement

North West Specialised Commissioning Team
and the
Isle of Man Department of Health and Social Security

Terms and Conditions for the provision of a contract management function

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Useful Information

Signatures

Signature

Position Director of Finance

Date Friday, 22nd September 2008

Signed on behalf of
North West
Specialised Commissioning Team

Signature

Position

Date

Signed on behalf of
The Isle of Man Department of Health &
Social Security

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Purpose of Agreement

- 1.1 The North West Specialised Commissioning Team is to provide the Isle of Man Department of Health & Social Security (DHSS) with a contract management function for all Isle of Man patients receiving elective NHS healthcare services in England.

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Parties to the Agreement

- 2.1 The key parties to the agreement are:
- * The Isle of Man Department of Health & Social Security
 - * North West Specialised Commissioning Team

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Commencement and Duration

- 3.1 The agreement will commence on the 1st April 2008 and will run for a period of 12 months, with the intention that the agreement will continue on a rolling basis until notice by either party is given.
- 3.2 The terms of the agreement will be reviewed each year to revise the content as necessary for the changing requirements of the parties and the health service.

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Variations

- 4.1 Both parties may jointly agree to omit any part, or provide additional, or vary temporarily or permanently any part of the contracting function. Such modifications may, by agreement of both parties, be reflected in the service value charge.

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Scope of Work

- 5.1 The Specialised Commissioning Team will provide the following functions:
- * Identification of historic activity details;
 - * Development of contracting plans and frameworks and commissioning plan;
 - * Negotiation of all service level agreements with English healthcare providers;
 - * Financial management of resources allocated by the Department of Health and the Isle of Man DHSS;
 - * Monitoring of all patient care activity;
 - * Performance management of contracts and patient agreements;
 - * Clinical evaluation of new patient care agreements;
 - * Forecasting referral trends, activity levels and financial implications;
 - * Performance Reporting.

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Resources

- 6.1 The Specialised Commissioning Team will provide the necessary expertise and resources to ensure an efficient and cost effective services is provided.
- 6.2 The resources available within the Team to manage the services are:
- * Director of Specialised Services
 - * Commissioning Managers
 - * Public Health
 - * Finance
 - * Information
 - * Administration
- 6.3 The Team will provide all necessary information and financial systems.

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Reporting

- 7.1 The Commissioning Team will provide the Isle of Man DHSS with the following reports, plus any additional adhoc information requested.
- * Service and Financial Frameworks for all negotiated contracts
 - * Monthly summary activity and financial report
 - * Notification of significant financial, clinical and public health issues as required.
 - * A year end Annual Report in a form to be agreed between the parties.

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Responsibilities

- 8.1 The Isle of Man DHSS will be responsible for:
- * Identifying the referral criteria and ensure this is maintained;
 - * Providing appropriate funding for all referred patients subject to a commissioning plan and cashflow plan;
 - * Informing the Commissioning Team of their strategic direction and healthcare intentions.
- 8.2 The Specialised Commissioning Team will be responsible for:
- * Ensuring conformance with Data Protection and Caldecott requirements.
 - * complying with its host PCT's corporate governance arrangements.
 - * ensuring the Isle of Man DHSS are not exposed to any liability due to actions of the team.

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Service Value

- 9.1 The contract management charge for 2008/2009 will be £54,400. This is to include the commissioning team resources and any costs associated with the contracting function.
- 9.2 Thereafter, the charge shall be reviewed on each anniversary of the start date of the agreement.
- 9.3 The charge will be deducted from the allocation deposited with the commissioning organisation.

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Termination

- 10.1 Either party may terminate the agreement by giving written notice, a minimum of six months, before the commencement of a new financial year.



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Useful Information

Contact Details

1 North West Specialised Services Commissioning Team

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2 Isle of Man Department of Health and Social Security

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