Lots 1 to 3 (P23)

Schedule 15: Governance



## 1. ProCure23 initiatives

* 1. The following initiatives will govern ProCure23:
		1. ProCure23 Partnership Board (PPB) – 4 iterations

Lot 1 specific (all regions together)

Lot 2 specific

Lot 3 specific

Framework wide

* + 1. Working Groups (WG)

Marketing

Training

Commercial and Finance

Data

Efficiency and Productivity Programme

Design (in repeatable room, GSL, POE)

Category Component Standard

MMC/Smart Infrastructure/Emerging Tech

Future Standards

* + 1. Implementation Advisor Liaison with individual PSCPs
		2. NHSE/I liaison with individual PSCP CEO.
	1. It is envisaged that the Board and Working Groups:
* Will be chaired in most instances by an NHSE/I P23 staff member
* Will consist of NHSE/I and PSCP. Only exceptionally will outside resource sit on a WG (e.g. the P23 data host on the Data WG, consultant QS’s on the CFWG etc)
* Will have an open invitation to all applicable PSCPs, who’s attendance is at their discretion
* Will have at least one PSCP from each Lot
* Will receive active contribution from attendees
* Will benefit considerably from continuity of membership rather than personnel swapping
* Will be primarily virtual meetings, although face-to-face may occasionally be appropriate
* Will meet monthly initially, although over time the regularity may relax to quarterly. Note however some WG’s may meet weekly initially, where fast mobilisation is required
* May expand and contract as NHSE/I deem necessary. New WG’s may be added if need is not being met or be reduced if effort is being duplicated – efficiency of professional time and input to achieve the desired outputs will always be sought by NHSE/I. Note that the proposed PPB segregated structure may be changed if the optimum is not being achieved
* Have a structure where WG’s are subservient to the PPB, with WG’s upwardly submitting a regular report and referring up matters requiring decision for which they are unempowered to the PPB
* The Head of P23 will report (and on occasion escalate) from the PPB upward within NHSE/I.

## 2. ProCure23 Partnership Board

* 1. The PPB will:
* provide a senior forum for debate and progression of the continuing development of the Framework, providing the appropriate mechanisms or solutions for the delivery of Framework objectives
* offer NHSE/I group opinion on P23’s strategic steer
* be an open forum for group debate on successes and fails
* monitor P23 reinvestment budget allocation and spend
* receive and interrogate progress reports from each WG and assess WG output and achievement
* refer matters upwards within NHSE/I that require policy or strategic direction
* horizon scan as a Framework.

## 3. Working groups

* 1. WGs will:
* focus on specific development workstreams
* number and title as per the above list, although this anticipated WG’s list is subject to change
* have their own Terms of Reference (see sample at appendix 1)
* have their own distinct output requirements (see sample at appendix 2)
* receive and decipher operational feedback and look for opportunities for betterment
* be expected to progress and develop framework strategies, implementation and monitoring
* be P23 specific and focused, other than those WG’s under the Efficiency and Productivity Programme. These WG’s cut across other workstreams between industry and NHSE/I, and rather than duplicate efforts P23 can input into these groups, hopefully taking a driving role
* be allocated, from the P23 reinvestment monies (derived from P23 fee), annual budget to deliver their annual objectives and be responsible for budget reporting and management
* upwardly report to the PBB.

## 4. ProCure23 Implementation Advisors (IAs) liaison meetings with PSCPs

* 1. These will be a forum to:
* facilitate private discussion between IA’s (as a group) and a PSCP
* provide honest, open and constructive two-way private feedback
* discuss individual successes and fails
* openly and non-judgementally discuss concerns
* enable horizon and pipeline scan
* discuss developing themes and upward/downward trends
* devise and enact improvement plans
* assess project performance via MMS data
* discuss multitude of PSCP internal/external data and KPI’s compared to internal/external peers (includes but not limited to client satisfaction, payment, duty to report, training, schooling awards, database completion/accuracy, MMS completion/accuracy etc)
* discuss PSCP supply chain feedback.

## 5. NHSE/I liaison meetings with PSCPs & CEO

* 1. These will be a forum to:
* facilitate private discussion between IA’s (as a group) and a PSCP
* provide honest, open and constructive two-way private feedback
* openly and non-judgementally discuss concerns
* enable horizon and pipeline scan
* discuss developing themes and upward/downward trends

## Schedule of expected P23 meetings

Key: W = weekly, M = monthly, Q = quarterly, B = Biannual, A = Annual, N = No, Y = Yes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Lot 1** | **Lot 2** | **Lot 3** | **All Lots** |  |
|   | **Freq infancy**  | **Freq** **Mature** | **Freq infancy**  | **Freq** **Mature** | **Freq infancy**  | **Freq** **Mature** | **Freq infancy**  | **Freq** **Mature** | **PSCP time chargeable?** |
| 1. ProCure23 Partnership Board | M | Q | M | Q | M | Q | M | Q | N |
|   |  |  |  |  |  |  |  |  |  |
| 2. Working Groups (WG) |  |  |  |  |  |  |  |  |  |
| a)    Marketing |  |  |  |  |  |  | W | Q | N |
| b)    Training |  |  |  |  |  |  | W | Q | N |
| c)    Commercial and Finance |  |  |  |  |  |  | Q | Q | N |
| d)    Data  |  |  |  |  |  |  | M | Q | N |
| e)    Efficiency and Productivity Programme |  |  |  |  |  |  |  |  |  |
|  i.    Design (in repeatable room, GSL, POE)\* |  |  |  |  |  |  | M | Q | N |
|  ii.     Category Component Standard\* |  |  |  |  |  |  | M | Q | N |
|  iii.     MMC/Smart Infrastructure/Emerging Tech\* |  |  |  |  |  |  | M | Q | N |
|  iv.     Future Standards\* |  |  |  |  |  |  | M | Q | N |
|   |  |  |  |  |  |  |  |  |  |
| 3. IA Liaison with individual PSCP |  |  |  |  |  |  | B | B | N |
|  |  |  |  |  |  |  |  |  |  |
| 4. NHSE/I liaison with individual PSCP CEO |  |  |  |  |  |  | A | A | N |

\*national NHSE/I Group, wider than just P23

## Appendix 1: Draft terms of reference: ProCure23 Training Working Group

**Membership:**

One member from NHSE/I, plus one from each volunteering PSCP (at least one PSCP from each Lot)

**Responsible to:**

P23 Partnership Board

**Chair:**

Graham Bell, NHSE/I

**Purpose:**

The Training Working Group is responsible for developing and thereafter reviewing and maintaining the provision of training to P23 stakeholders. It provides a forum for joint debate and agreement on all training matters, reporting up to and receiving instruction from the P23 Partnership Group.

**Objectives:**

* Ensure users of the framework have opportunity to gain a consistent, appropriate and timely understanding of the framework
* Ensure training is available to both new and existing (refresh) users within:
	+ Clients and Client advisors (PM, cost advisors, supervisors)
	+ PSCP delivery teams/staff
	+ PSCM staff
	+ Supply chain
* Encourage behaviours required by P23 Charters, NFA and ECC clause 10.2
* Ensure training is available at the appropriate/optimum time
* Develop various methods of delivery – classroom/e-training/roadshows.
* Training is to be provided to users free of charge, utilising monies from the P23 framework fees as paid by PSCPs
* Manage/report budget spend, including early identification of over/under spend
* Assess and report on effectiveness of training
* Collate and act on user feedback.

**Secretariat:**

P23 Implementation Advisor

**Frequency of meetings**

Monthly

## Appendix 2: Marketing Working Group Outputs (draft)

* Devising an annual P23 Marketing Strategy, including marketing funding requirements, for agreement by the P23 Partnership Board
* Ensuring allocated funding is expended timely and compliantly with the procurement rules required by the P23 Partnership Board
* Analyse and report on marketing effectiveness
* Identify areas of marketing weakness and devise strategy to address
* Bring marketing innovation and drive to P23
* Ensure P23 marketing is exemplar and industry leading
* Linking with other P23 working groups to ensure a marketing thread in all we do
* Data working group will be a key interlink as the data from the P23 database will considerably inform marketing infographics, social media posts etc

Note that Framework marketing includes all P23 promotion activities such as (but not limited to):

* website
* printed hard copy literature
* e-literature
* social media
* exhibition presence
* speaking events
* hosting events (breakfast seminars, lunch and learns etc)
* webinars and e-learning
* branding
* awareness campaigns

This information can be made available in alternative formats, such as easy read or large print, and may be available in alternative languages, upon request. Please contact nhsi.procureconstruction@nhs.net

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