

# 2019/20 Pan-London Nursing Home AQP cost model re-development

## Project Sourcing Group Terms of Reference

### 1. Purpose

The purpose of this document is to set out the terms of reference for the Project Sourcing Group (PSG) for the 2019/20 Pan-London Continuing Healthcare (CHC) and Local Authority Nursing Home cost model.

### 2. Audience

The audience for this document is London Purchased Healthcare ('LPH'), all London commissioners, clinicians, providers and provider representative groups that form the PSG.

### 3. Background

The pan-London CHC in nursing homes AQP contract requires that prices are reviewed annually. To fulfil this requirement, in the 2016/17 nursing homes AQP price review the London Purchased Healthcare Team conducted a comprehensive price development project. We developed a cost model, which provided a detailed analysis of provider costs. For the 2017/18 and 2018/19 price reviews, the LPH team updated the cost model for inflation, pension impacts and increases to the National Living Wage.

Following the 2017 sourcing group meetings for the Nursing Home AQP re-procurement, the London CCGs and nursing home providers committed to revising the existing AQP cost model ahead of 2019/20 contract year.

To fulfil this commitment, over the coming months the LPH team will invite providers and NHS and Local Authority commissioners to input on changes to the price structure and existing cost model.

The scope of the model will also be extended to consider the cost of the service users funded by Local Authorities receiving nursing care in nursing homes.

### 4. Scope

The scope of this document is to detail the:

- Objectives of the PSG
- Membership of the PSG
- Roles and responsibilities
- Ways of working

### 5. Objectives of the PSG

The objectives of the PSG are as follows:

- To facilitate a shared understanding of changes to the price structure and cost model for the Nursing Home AQP contract

- To identify, discuss and develop solutions to make specific improvements to the price structure and cost model of the Nursing Home AQP contract
- To cement partnerships between providers, patient representatives, clinicians and commissioners
- To collaborate to reach a meaningful resolution on any issues raised
- To achieve continuous improvement to outcomes for service users, clinicians, providers and commissioners
- To exchange ideas and share examples of good practice

## 6. Membership of the PSG

The group will endeavour to represent, through its membership, the diversity of nursing homes in London, from single home providers to large national organisations. In addition, representatives from London CCGs and Local Authorities will be part of the PSG.

All members of the group recognise the importance of continuity of attendance to the useful work of the group and will try to attend each SGM and review the meeting material in advance. Where members cannot attend meetings, they will endeavour to provide input via email.

Participants will volunteer to be part of the group and the membership will be mutually agreed between London commissioners, providers and LPH.

## 7. Roles and responsibilities

Members of the PSG will be responsible for:

- Representation of peers within the group
- Attending regular SGMs
- Working collaboratively with other PSG members on specific developments to the Nursing Home cost model development
- Listening to the views of other PSG members
- Seeking input from peers and sharing with the PSG
- Providing regular input into working documents

In addition, LPH will be responsible for:

- Attending all SGMs
- Facilitating SGMs
- Listening to the views of SGM members
- Producing the documents to support each area of discussion
- Producing notes detailing key actions and outcomes from SGMs
- Arranging and coordinating SGMs
- Communicating the outcome of meetings to the wider PSG

## 8. Ways of working

- LPH will facilitate SGMs.

- The SGMs will be held from June to August 2018 at Stephenson House, 75 Hampstead Road, London NW1 2PL. Meetings will run for two hours.
- To facilitate discussion and enable efficient development of the contract, draft documents will be produced and shared before each SGM, and participants will be required to provide input into the draft documents.
- When necessary, representatives from other organisations or other members of provider and commissioner organisations may be asked to attend the meeting to present or engage in relevant discussion.
- This is a working group and so there will be no formal decision-making procedure or quorum requirement.
- Agreements reached during PSG meetings will be communicated for comment to all members of the PSG that were unable to attend the meeting.
- LPH will maintain an issue log to track and report progress on the issues discussed by the group.
- It is recognised that members of the group may have different, and sometimes opposing, objectives and opinions. It is the intention that this group is a positive space for working collaboratively to contribute to the improvement of healthcare outcomes for nursing home service users. Members are requested to conduct themselves accordingly.
- Members of the PSG are asked to endeavour to attend all meetings or to send a representative as necessary, being mindful of consistency of representation.
- Members are requested to give 24 hours' notice if they can no longer attend a meeting for which they have confirmed attendance.

## 9. Revisions to the Terms of Reference

The ToR will be discussed and agreed at the first meeting of the group.