Annex 3

Template Detailed Report

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| Consolidation report to inform commissioning decision |
| 1. Introduction and background to existing service    1. Length of current provision    2. Type of contract held    3. End date of contract    4. Current population/demographics    5. Current services provided outside of core    6. Current performance against contracted requirements    7. Current contract value    8. Current premises arrangements |
| 1. Needs assessment    1. Summary of needs assessment findings to be inserted    2. Is there still a demand for this service in this locality and a requirement for it to continue?    3. Does the contract specification still address current local priorities?    4. Has the contract delivered on the expected outcomes?    5. Has it provided added value to the local population and service provision?    6. Have you assessed the potential service needs for any forthcoming new developments?    7. What is the capacity of other local providers and the market for other providers to deliver services?    8. Have you given consideration to any specialist services needs in the locality?    9. Are there any needs which are not met by the contract, which could be delivered? |
| 1. Impact    1. Summary of impact findings to be inserted.    2. Have you considered available outcome and delivery data held nationally and locally, regarding the current service and impact on other providers?    3. Have you compared the cost of the current service against other providers i.e. cost per head of population whilst taking into account any differences in the scope of the services provided?    4. Is the current service still affordable within projected future budgets?    5. Has the contract delivered on the expected financial outcomes?    6. What other objectives might be set within the existing budget?    7. Have you considered the potential impact on service users/patients?    8. Have you considered the potential impact on other service providers, e.g. GPs, pharmacy, local trust, out of hours, community services?    9. Have you considered the potential impact on the current provider, i.e. continued viability within the locality?    10. Have you considered patient choice and equality?    11. Have you considered the potential risks i.e. reputational (adverse publicity, Commissioner/provider relationship), market testing, timescales and financial?    12. Have you considered how the expiry of the contract affects compliance with the general duties? |
| 1. Options appraisal    1. List dispersal    2. Extension of current arrangements    3. Reconfiguration of service    4. Procurement of new provider |
| 1. Engagement    1. Summary of engagement process followed and outcomes to be inserted    2. Have you made arrangements for the involvement of patients and the public ?    3. Have you engaged with other local providers and other interested parties e.g. LMC, local members of parliament, overview and scrutiny Committee?    4. Have you engaged with the local CCGs? |
| 1. Conclusion    1. Recommended outcome regarding commissioning decision to be inserted for consideration and final decision by the Commissioner |