Service Specification Checklist

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| **Rationale of Checklist** |
| This checklist will be completed by the CPS officers for every new or recommissioned service specification sent to CPS for comment/consultation. The response summary is completed after consultation and agreement by the sub-committee.The Checklist contains the CPS officers’ comments / recommendations for any requested changes to the proposed/draft service specification in order to achieve/improve further the green rating. It will be sent to the service commissioner for consideration of amendments ideally prior to go-live of the service.CPS purpose is to work positively with commissioners to ensure high quality outcomes from the service, which are both professionally and commercially viable for contractor participation. |
| **Service and Commissioner** |
| Needle and Syringe Provision (NSP)CGL Sefton |
| **Response summary feedback from CPS** |
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| CPS has rated this service specification as **RED** based on the comments made below. Our recommended actions to further improve the service are:* *Review fees payable for the service with CPS officers to reflect staff costs and time taken to provide service*
* *Provide absolute clarity on VAT*
* *Consider using NHS standard contract*
* *Revisit termination clause to determine whether contractor are able to terminate the agreement with notice*
* *Require an SOP for the service to be reviewed every 2 years for stability and lessened administration burden*
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| **Timeline and Next Steps for CPS** |

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| **Point Covered** | **Action or Notes** | **RAG** |
| **CPS Consultation** |
| CPS Consulted?  | *Yes*  |  |
| CPS Consulted with sufficient time to comment?(3 months for a service specification and 4 months for a PGD) | *No* |  |
| ***Remuneration*** |
| Does remuneration include/cover set up costs and payment for attendance at required training events? | *NA none required* |  |
| Does remuneration include consumable costs? | *No* *No explicit explanation of consumable renumeration in SLA. Contractor is responsible for ordering of consumables* |  |
| Is VAT treatment considered? | *Yes**Section 2.2 - however this could be formatted on the payment table as ‘£xx + % VAT’ for absolute clarity* |  |
| Does the payment structure use a system that is suitable for all contractors and are the payment terms acceptable? | *Yes* *PharmOutcomes is used* |  |
| Where equipment is required, who provides/calibrates/services this? If contractor, does remuneration sufficiently cover the cost of this? | *No, the commissioner does not provide equipment, consumables or pay for calibration*  |  |
| Is remuneration fair?*(Service fees will be benchmarked against national services, and will be calculated using the CPE calculator)* | *No, are less than 75% of the CPE calculator* |  |
| ***Is/does the Service …*** |
| Does the service specification include a start / end date | *Yes* *1st November 2024 – 31st October 2025* |  |
| What is the type of contract?(NHS Standard, Public Health, Bespoke, 3rd Party Provider) | *Bespoke SLA (LA / Third Party)* |  |
| Clinically sound and in line with appropriate national or local guidance? | *Yes*  |  |
| Have suitable monitoring arrangements? | *Yes* *Via PharmOutcomes* |  |
| Have suitable a termination clause? | *No* *Section 9 - CGL are able to terminate the agreement at any given time however this option is not given to the other party* |  |
| ***Service Delivery*** |
| Are the performance measures reasonable and achievable? | *Yes*  |  |
| Is the administration proportional to size of service and remuneration? | *Yes* *Data recordee via PharmOutcomes* |  |
| Is there a SOP required to be provided by the contractor? | *Requires an SOP which is reviewed every year* |  |
| Are any incident reporting systems suitable to all contractors? | *Requires use of LFPSE / internal reporting via the Head Office**Requires contractor to have own robust reporting system in place* |  |
| Is the training required for the service reasonable?  | *Uses CPPE declaration of competence where available, or locally developed training materials agreed with CPS* |  |
| Are support arrangements in place? | *Yes* *Key contact details provided in SLA* |  |
| Is there a clear definition of roles with regard to Data Controller within IG?Describe it. | *The contractor is named as the data controller* |  |

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| **Miscellaneous Information** |
| Any other information specific to this service |  |
| Overall Score | 27/38 |
| Overall RAG Rating | Due to renumeration |
| Completed by | Edward Murphy |

Scoring System

Points Allocation for Each Element

Each element will be allocated points as follows:

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| --- | --- |
| **RAG** | **Points** |
| Red | 0 |
| Amber | 2 |
| Green | 28 |
| N/A | 0 |

Overall RAG Classification by Percentage

The maximum possible score ranges from 32 to 40, depending on the number of elements marked as N/A.

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| **RAG** | **Percentage** |
| Red | 44% or less |
| Amber | 45-79% |
| Green | 80% and over |

Remuneration Score

The overall RAG rating will be adjusted based on the "Is remuneration fair?" rating:

* If the RAG rating is **Red**, the service will receive an **overall Red rating**
* If the RAG rating is **Amber**, the service will receive an **overall Amber rating**

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| **RAG** | **Percentage** |
| Red | Less than 75% of the CPE calculator |
| Amber | Between 75-99% of the CPE calculator |
| Green | In line with or exceeding the CPE calculator  |