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 officers 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 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.  If the commissioner is unable to take our recommendations on board and work to make the service viable (green) then we recommend each contractor carefully consider the viability of the service. It is important that you critically assess each service you are delivering and whether it is sustainable for your team, your business model and the demographics of the communities you serve. |
| **Service and Commissioner** |
| Stop Smoking (Level 2)  ABL Health via Sefton Council |
| **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:   * *Allow CPS officers sufficient time to comment on proposed SLAs (recommended 3 months before proposed start date)* * *Consider full renumeration for all consumables (such as replacement batteries for CO monitors)* * *Consider set up costs and staff costs for attending mandatory training.* * *Consider clarifying which party acts as the data controller within the contract.* |

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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*  *The committee did not receive the current contract with sufficient time to comment, resulting in an extension of the previous SLA.* |  |
| ***Remuneration*** | | |
| Does remuneration include/cover set up costs and payment for attendance at required training events? | *Neither covered*  *Renumeration for set up costs as per the CPE calculator are not provided. Payment also does not cover attendance at annual required training for the level 2 option.* |  |
| Does remuneration include consumable costs? | *Some*  *Smokefree Sefton are responsible for D pieces, mouthpieces and other consumables. Replacement batteries must however be supplied by the pharmacy.* |  |
| Is VAT treatment considered? | *Yes* |  |
| 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? | *Yes*  *Yes, the commissioners provide equipment & consumables and pays for calibration* |  |
| Is remuneration fair?  *(Service fees will be benchmarked against national services, and will be calculated using the CPE calculator)* | *Yes, in line with the CPE calculator or above* |  |
| ***Is/does the Service …*** | | |
| Does the service specification include a start / end date | *Yes*  *1st April 2025 – 31st March 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*  *In line with current NCST guidance and infection control guidance (for use of CO monitors)* |  |
| Have suitable monitoring arrangements? | *Yes*  *Via PharmOutcomes* |  |
| Have suitable a termination clause? | *Yes*  *Termination clause (s15) both parties can give one months’ notice* |  |
| ***Service Delivery*** | | |
| Are the performance measures reasonable and achievable? | *Yes* |  |
| Is the administration proportional to size of service and remuneration? | *Yes* |  |
| Is there a SOP required to be provided by the contractor? | *N/A SOP not required* |  |
| Are any incident reporting systems suitable to all contractors? | *Requires use of LFPSE / internal reporting via the Head Office*  *Section 12 – requires own reporting system alongside incident reporting to smokefree sefton* |  |
| Is the training required for the service reasonable? | *Includes mandatory face to face training which does not include clinician time which could be delivered in a different way* |  |
| Are support arrangements in place? | *Yes* |  |
| Is there a clear definition of roles with regard to Data Controller within IG?  Describe it. | *The contract does not have any detail or is ambiguous* |  |

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| **Miscellaneous Information** | |
| Any other information specific to this service |  |
| Overall Score | 29/38 (76.3%) |
| Overall RAG Rating |  |
| 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 | 2 |
| 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 |