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** |
| Sefton Staff Flu Programme 25/26  Sefton Council |
| **Response summary feedback from CPS** |
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| CPS has rated this service specification as **AMBER** based on the comments made below. Our recommended actions to further improve the service are:   * *Consider more detail for renumeration for consumables (whether this is inclusive in quote supplied by contractor)* * *Consider specifying who acts as the data controller within the contract* * *Consider requiring an SOP which is reviewable every 2 years for stability* * *Consider specifying VAT treatment for the contractor (even if exempt)* |

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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) | *Yes*  *Draft SLA received July 2025* |  |
| ***Remuneration*** | | |
| Does remuneration include/cover set up costs and payment for attendance at required training events? | *Yes*  *Appendix 1 – Please provide a quote to deliver this service, this quote should include all staffing, equipment and other applicable costs* |  |
| Does remuneration include consumable costs? | *Yes*  *Appendix 1 – Please provide a quote to deliver this service, this quote should include all staffing, equipment and other applicable costs* |  |
| Is VAT treatment considered? | *No*  *The document does not explicitly mention VAT treatment or how VAT should be applied to services provided* |  |
| 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, or pay for calibration*  *Section 3.2 – The pharmacy shall provide the equipment required to deliver the service, including but not limited to, anaphylaxis treatment packs, sharps bins and arrangement of disposal of clinical waste.*  *Contractors may want to factor this in when quoting a fixed fee per session.* |  |
| 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*  *Contractors can determine their own fixed fee per session. Score given on assumption.* |  |
| ***Is/does the Service …*** | | |
| Does the service specification include a start / end date | *Yes*  *6th October 2025 – 30th January 2026* |  |
| What is the type of contract?  (NHS Standard, Public Health, Bespoke, 3rd Party Provider) | *NHS Standard Contract / NHS GM SLA / Bespoke Contract (LA / Third party)* |  |
| Clinically sound and in line with appropriate national or local guidance? | *Yes*  *Requires use of PGD, CPPE declaration of competence, DHSC guidance and The Green Book* |  |
| Have suitable monitoring arrangements? | *Yes*  *Section 5 - Suitable monitoring arrangements in place at a regular basis* |  |
| Have suitable a termination clause? | *Yes*  *Section 3.3 - termination clause is fair and provides clarity for contractor* |  |
| ***Service Delivery*** | | |
| Are the performance measures reasonable and achievable? | *NA*  *This would need to be considered by the contractor when quoting a fixed fee per session* |  |
| Is the administration proportional to size of service and remuneration? | *NA*  *This would need to be considered by the contractor when quoting a fixed fee per session* |  |
| 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 contractors to have their own incident reporting procedure 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*  *There is a specified contact/generic email for the contractor to reach out to for support.* |  |
| 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 | 27/36 |
| 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 | 1 |
| 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 |