

APPENDIX 2

Key questions to be addressed

Each of the points outlined above have been developed below to provide a checklist of questions that may need to be considered. This is not meant to be exhaustive and may not be relevant to all proposals for changing services

The assessment process suggested requires that the health body responsible for taking the proposal forward co-ordinates consultation and involvement activities with key stakeholders such as service users and carers, the relevant Patient and Public Involvement Forums and other service providers affected by the proposal. The relevant OSCs also need to be alerted at the formative stages of development of the proposal. The questions posed by the framework will assist the NHS and OSCs in determining if a proposal is substantial, identify any additional action to be taken to support the case of need and agree the consultation process.

Name of Responsible (lead) NHS Body:

Brief Description of the Proposal:

Description of Population affected:

Confirmation of Health Overview and Scrutiny Committees contacted:

Name of Key stakeholders supporting the Proposal:

Date:

| Criteria for Assessment | Yes/No/NA | Comments/supporting evidence |
|--|-----------|------------------------------|
| <p>Case for Change</p> <p>1) Is there clarity about the need for change (e.g. key drivers, changing policy, workforce considerations, gaps in service, service improvement)</p> <p>2) Has the impact of the change on service users, their carers and the public been assessed.</p> <p>3) Are supporting local health needs assessments or health equity audits available</p> | | |

| Criteria for Assessment | Yes/No/NA | Comments/supporting evidence |
|--|-----------|------------------------------|
| <p>4) Do these include:</p> <ul style="list-style-type: none"> a) Demographic considerations b) Changes in morbidity or incidence of a particular condition c) Health equality considerations d) Potential reductions in care needs (e.g. falling birth rates) e) Comparative performance <p>5) Has the evidence base supporting the change proposed been defined. This should cover both with national service improvement programmes (e.g. NSFs, modernisation agenda) and the development of clinical best practice, to enhance service quality or the patient experience.</p> <p>6) Have the clinicians affected contributed to the development of the proposal</p> <p>7) Is any aspect of the proposal contested by the clinicians affected</p> <p>Impact on Services Users</p> <p>8) Will there be changes in access to services as a result of the changes proposed.</p> <p>9) Can these be defined in terms of</p> <ul style="list-style-type: none"> a) waiting times b) transport (public and private) c) travel time d) other (please define) <p>10) Has the impact be on vulnerable people using these services now and in the future been assessed (as a minimum this should include an impact assessment in line with the Race (Amendment) Act 2000).</p> | | |

| Criteria for Assessment | Yes/No/NA | Comments/supporting evidence |
|--|-----------|------------------------------|
| <p>11) Does the proposal extend the choice available to the population affected</p> <p>12) Does the proposal improve the quality of care provided to service users</p> <p>Engagement and Involvement</p> <p>13) Were key stakeholders involved in the development of the proposal</p> <p>14) Is there information regarding the involvement of</p> <p style="padding-left: 20px;">a) Service users, their carers or families</p> <p style="padding-left: 20px;">b) Other service providers in the area affected</p> <p style="padding-left: 20px;">c) The relevant Patient and Public Involvement Forums</p> <p style="padding-left: 20px;">d) Staff affected</p> <p style="padding-left: 20px;">e) Other interested parties (please define)</p> <p>15) Is the proposal supported by the key stakeholders</p> <p>16) Is there any aspect of the proposal that is contested by the stakeholders. If so what action has been taken to resolve this</p> <p>Options for change</p> <p>17) Were a range of options identified to deliver the intended change</p> <p>18) Were the risks and benefits of the options assessed when developing the proposal</p> <p>19) Have changes in technology, including new drugs been taken into account</p> <p>20) Has the impact of the proposal on other service providers been evaluated</p> | | |

| Criteria for Assessment | Yes/No/NA | Comments/supporting evidence |
|--|-----------|------------------------------|
| <p>21) Will the proposal impact on the wider community affected been evaluated (e.g. transport, housing environment)</p> <p>22) Have the workforce implications associated with the proposal been assessed</p> <p>23) Have the financial implications of the change been assessed in terms of</p> <ul style="list-style-type: none"> a) Capital b) Revenue c) Affordability d) Risks <p>24) Will the change contribute to the delivery of national/local targets</p> | | |