

APPENDIX 1: Service description template

Phase 1 – Review Template	
LES Descriptor	
Number of Practices Participating	
Tariff	
Total Cost by locality	
Cost of comparative provision in secondary care	

APPENDIX 2: Evidence submission

Business Case Template	Title:	Panel Approved
<p>Please provide a summary of:</p> <ol style="list-style-type: none">1. The current service delivery process (activity/cost/location)2. The current providers3. Inequity of access to service provision (gaps/geographical issues)		

Evidence		
1. How does the proposal deliver good or improved outcomes and value for money – what are the estimated costs and the estimated benefits?		
2. How does it reflect the CCG's proposed commissioning priorities?		
3. Are there any safeguarding issues? If yes, how will these be mitigated?		
4. What are the proposals for monitoring the quality of the service?		
5. What systems will there be to monitor and publish data on referral patterns?		
6. How does the proposal support the priorities in the relevant joint health and wellbeing strategy (or strategies)?		
7. How have you involved the Health and Wellbeing Board?		
8. Has the proposal been discussed with the Local Medical Committee? Please provide details.		
9. Please declare all conflicts and potential conflicts of interests		
10. What steps have been taken to demonstrate that there are no other Providers that could deliver this service?		

Evidence		
11. Does the service require list-based primary medical care? If so is it appropriate to proceed with a single tender action where the contract is awarded to a single Provider or a limited group of Providers without competition. If this is the case what is the rationale?		
12. In what way does the proposed service go above and beyond what GP practices should be expected to provide under the GP contract?		
13. What range of potential Providers have been involved in designing the proposed service?		
14. Should the service be open to Any Qualified Provider (AQP) and enable patients to choose from these Providers?		
15. If AQP is not suitable and there is more than one potential Provider should there be a competitive tender process?		
16. What steps have been taken to demonstrate that there are no other Providers that could deliver this service?		

APPENDIX 3: Decision making template

Panel Date	Business Case Recommendation Outcome	
Approval Signatures		
Chair - Julie Ross	Healthwatch - Cynthia Atkin	
Area Team - Christine Keen	Lay Chair – Jacqui Henderson	
Lay governor – Karen Bower	Secondary Care Liaison - Dr Paul Crook	