

The Integrated Approach to Planning and Assurance between DH and the NHS for 2012/13  
**ANNEX 6 – PUBLIC HEALTH CHECKLIST FOR LOCAL USE**

The following prompts will help PCT clusters assure themselves that they are working effectively with Local Authorities on the transfer of Public Health functions and ensuring continuity of delivery through 2012/13 and into 2013/14. The Department will seek assurance from SHA clusters that PCT clusters have robust plans in place and this guidance may be helpful to SHA clusters in this assurance.

<p><b>Ensuring a robust transfer of systems and services</b></p>	<ul style="list-style-type: none"> <li>➤ Is there an understood and agreed (PCT cluster/LA) set of arrangements as to how the local public health system will operate during 2012/13 in readiness for the statutory transfer in 2013?</li> <li>➤ Is there a clear local plan which sets out the main elements of transfer including functions, staff and commissioning contracts for 2013/14 and beyond?</li> <li>➤ Are there locally agreed transition milestones for the transition year, 2012/13?</li> <li>➤ Is there a clear local plan for developing the JSNA in order to support the H&amp;WB strategy?</li> <li>➤ Is there a clearly developed plan for ensuring a smooth transfer of commissioning arrangements for the services described in <i>Healthy Lives, Healthy People</i> that Local Authorities will be responsible for commissioning?</li> <li>➤ Is there a clearly developed plan for ensuring a smooth transfer of those PH functions and commissioning arrangements migrating to NHS CB and PHE?</li> <li>➤ Is there local agreement on the delivery of a core offer providing LA based public health advice to Clinical Commissioning Groups?</li> </ul>
<p><b>Delivering public health responsibilities during transition and preparing for 2013/14</b></p>	<ul style="list-style-type: none"> <li>➤ Is it clear how future mandated services and steps are to be delivered during transition and in the new local public health services:             <ul style="list-style-type: none"> <li>➤ Appropriate access to sexual health services,</li> <li>➤ Plans in place to protect the health of the population,</li> <li>➤ Public health advice to NHS commissioners,</li> <li>➤ National Child Measurement Programme,</li> <li>➤ NHS Health check assessment?</li> </ul> </li> <li>➤ Is there clarity around the delivery of critical PH services/programmes locally, specifically: screening programmes; immunisation programmes; drugs &amp; alcohol services and infection prevention &amp; control?</li> </ul>
<p><b>Workforce</b></p>	<ul style="list-style-type: none"> <li>➤ Has the workforce elements of the plan been developed in accordance with the principles encapsulated within the Public Health Human Resources Concordat?</li> </ul>
<p><b>Governance</b></p>	<ul style="list-style-type: none"> <li>➤ Does the PCT cluster with LA have in place robust internal accountability and performance monitoring arrangements to cover the whole of the transition year, including schemes of delegation agreed as appropriate?</li> <li>➤ Are there robust arrangements in place for key public health functions during transition and have they been tested e.g. new emergency planning response to include:             <ul style="list-style-type: none"> <li>○ Accountability and governance,</li> <li>○ Details of how the DPH, on behalf of LA, assures themselves about the arrangements in place,</li> <li>○ Lead DPH arrangements for EPRR and how it works across the LRF area?</li> </ul> </li> <li>➤ Are there robust plans for clinical governance arrangements during transition including for example arrangements for the reporting of SUIs/incident reporting and Patient Group Directions?</li> <li>➤ Has the PCT cluster with the LA agreed a risk sharing based approach to transition?</li> <li>➤ Is there an agreed approach to sector led improvement?</li> <li>➤ Is the local authority engaged with the planning and supportive of the PCT cluster approach to PH transition?</li> <li>➤ Has the PCT cluster with LA identified sufficient capability and capacity to ensure delivery of their plan?</li> </ul>
<p><b>Enabling</b></p>	<ul style="list-style-type: none"> <li>➤</li> </ul>

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<p><b>Infrastructure</b></p>	<ul style="list-style-type: none"> <li>➤ Has the PCT cluster with LA identified and resolved significant financial issues?</li> <li>➤ Has the PCT cluster with LA agreed novation/other arrangements for the handover of all agreed PH contracts?</li> <li>➤ Are all clinical and non-clinical risk and indemnity issues identified for contracts?</li> <li>➤ Are there plans in place to ensure access to IT systems, sharing of data and access to health intelligence in line with information governance and business requirements during transition and beyond transfer?</li> <li>➤ Have all issues in relation to facilities, estates, asset registers been resolved?</li> <li>➤ Is there a plan in place for the development of a legacy handover document during 2012/13?</li> </ul>
<p><b>Communication and engagement</b></p>	<ul style="list-style-type: none"> <li>➤ Is there a robust communications plan? Does it consider relationships with the Health and Well being Board; clinical commissioning groups and NHSCB; Health Watch; local professional networks?</li> <li>➤ Is there a robust engagement plan involving stakeholders, patients, public, providers of PH services, contractors and PHE?</li> </ul>