

Trigger template to use with South West London OCSs and JHOSC

TRIGGER TEMPLATE

NHS Trust or body & lead officer contacts:	Commissioners e.g. CCG, NHS England, or partnership. Please name all that are relevant, explain the respective responsibilities and provide officer contacts:

Trigger	Please comment as applicable
1. Reasons for the change & scale of change	
What change is being proposed?	
Why is this being proposed?	
What is the scale of the change? Please provide a simple budget indicating the size of the current investment in the service, and any anticipated changes to the amount being spent.	
Are you planning any patient and public participation activities (engagement or consultation)? Please briefly describe what stakeholders you will be engaging with and how. If you have already engaged or consulted please specify what you have done.	
Are you building on any existing sources of patient and public insight or data?	
2. Are changes proposed to the manner in which people access a service / methods of service delivery? eg	
	Briefly describe:
Changes in opening times for a service	
Relocating an existing service	
Changing methods of accessing a service such as the appointment system etc.	
Delivering care using new technology	
3. What patients will be affected?	
	Briefly describe: (please provide numerical data)
Changes that affect a local or the whole population, or a particular area in the borough.	

Changes that affect a group of patients accessing a specialised service	
Changes that affect particular communities or groups	
Impact on people and communities across the nine protected characteristics (plus carers). How will disadvantages be minimised or positive impacts enhanced?	
Impact on reducing health inequalities between patients – access and outcomes	
Has an Equality and Health Inequalities Analysis been done or planned? If so how and when? How will you ensure that seldom heard communities or those experiencing health inequalities are involved?	
4. Are changes proposed to the range of services available or methods of service delivery?	Briefly describe:
The range of services provided will be impacted	
Withdrawal of in-patient, out-patient, day patient or diagnostic facilities for one or more speciality	
Reorganising services at a strategic level	
5. What impact is foreseeable on the wider community?	Briefly describe:
Impact on other services (e.g. children's / adult social care)	
What is the potential impact on the financial sustainability of other providers and the wider health and social care system?	
6. What are the planned timetables & timescales and how far has the proposal progressed?	Briefly describe:
What is the planned timetable for the decision making	
What stage is the proposal at?	
What is the planned timescale for the change(s)	
7. Substantial variation/development	Briefly explain:
Do you consider the change a substantial variation / development?	
Have you contacted any other local authority OSCs about this proposal?	