

Service Transition Log – Commissioned Community Equipment

Transition Logbook

Component	Phase 1 – Plan (service to complete)	Phase 2 – Execute (service to complete)	Phase 3 – Closedown (Service Directorates to complete)	Risk Rating (to be completed by JOB)	Reason (to be completed by JOB)
Management	<p>The proposal to cease the Shared Service Governance arrangements for the Commissioned Community Equipment Service was agreed at Joint Committee on 16 July 2010</p> <p>A Commissioning Group manages the Partnership, commissioning strategy and performance. Other formal groups include: Finance Retailers Prescribers Operational managers Customer Stakeholder Groups</p>	No changes to be made.	The Service was jointly commissioned by CE and CWAC and two Cheshire PCTs and are formalised in the current Partnership Agreement. There are no management arrangements to be dismantled		
People	<p>The service is currently delivered through a team wholly employed by Cheshire East consisting of:</p> <p>1 Manager (permanent) 2 part time Grade 4 (permanent) 2 part time Grade 3 (temporary)</p>	No changes to be made	No change required to existing arrangements as sharing arrangements mirrored in Partnership Agreement		.

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	These staff are funded through a pooled budget provision of which is provided under the partnership agreement.				
Processes	The Partnership is considering options for future delivery of the Community Equipment Service and its commissioning arrangements to be introduced from April 2011		The partnership arrangements are to continue for a further 24 months under the previous four partner agreements. The delivery options will continue to be reviewed through the commissioning managers group to respond to the market and personalisation agenda.		
Customers	The cessation of the shared service arrangement will have no impact on customers as these will continue to operate in line with the Partnership Agreement.	No changes to be made	No change required to existing arrangements as sharing arrangements mirrored in partnership agreement.		
Technology	No specific technology changes are required as the same work will be the partnership agreement	No changes to be made			
Assets	There are no specific assets associated with this shared service.	No changes to be made	PCs etc. were allocated to staff and have remained with them.		
Finance	The Community Equipment Service is jointly commissioned although through the Agreement partners have agreed to split overspends and	The partnership has delivered an under spend position at 31 st March 2011 for the second year. The outturn position was a total under spend of	Provision for overspend / surplus proportions to be revisited in revising the CES Agreement.		

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	<p>surpluses for the retail element only in the following proportions: Cheshire East - 23% Cheshire West - 22% CEC PCT – 37% WC PCT – 18%</p> <p>The CES delivered a balanced budget in 2009-10 following many years of budget overspend.</p>	<p>£209,424. CE has retained its share of the underspend and £160,063 has been carried forward on behalf of the other three partners pending further instruction to refund or reinvest.</p>			
Legal's	<p>The CES Partnership Agreement commenced in April 2008 for 3 years and is due to expire on 31 March 2011.</p>	<p>Partnership Agreement to be revised for signature.</p>	<p>The revised Partnership Agreement been agreed by commissioners. This has also been agreed by finance directors within the partnership. This was officially signed off on 20 May 2011.</p>		 <p>memorandum of understandingFIN.</p>

Agreed at Joint Officer Board 08.06.11