

## Commissioning Checklist

| <b>The Commissioning Board</b>  |  |
|---|--|
| Director of Public Health   |  |
| Finance Director/Management Accountant – health; local authority; and/or councils if undertaking commissioning under Section 31 |  |
| Clinician and/or Representative of Practice Based Commissioning   |  |
| Social care practitioner for relevant services  |  |
| Head of service for relevant services being commissioned  |  |
| Auditor/Clinical Governance   |  |
| CEO and/or Director of Strategy/ Service Improvement  |  |
| Patient/ carer representative   |  |
| <b>Background Documents to be disseminated to and read by Commissioning Board</b>   |  |
| Public Health Strategy  |  |
| Business Plan/ Strategy (s)   |  |
| Annual report(s)  |  |
| Commissioning specification template  |  |
| <b>Agenda</b>   |  |
| Clear project timeline of national and local targets and when they need to be met by, with milestone dates and progress to date |  |
| Agreement on areas of priority for commissioning  |  |
| Present costings and activity figures incl. waiting times; length of stay, re-admission rates etc, for prioritised services     |  |
| Presentation of re-designed pathways by clinicians and/or general manager   |  |
| Agreement on design and authoring of specification  |  |
| Agreement on outcome measurement for commissioned service that meets all targets  |  |
| Provider engagement strategy  |  |
| Timetable for commissioners   |  |

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