City of York Council Transition Plan March 2012 Annex B Timeline Action Transition Area Success Criteria no. Actions CYC Lead **PCT Lead** 1.1 Public health vision for Events held to develop a vision and model for public health in York Steve Waddington Rachel Johns 1. Developing a 1.1.1 public health 1.1.2 Consultation on vision and partnership arrangements (to include interface with CCGs, LA neighbours PHE, CSS Steve Waddington Rachel Johns model in CYC and NHS CB) 1.1.3 Briefing to Cabinet on vision and partnership arrangements Sally Burns Rachel Johns 1.1.4 Andy Docherty CYC standing orders amended (following Royal Assent) to prepare for Oct and April transfers Workshops to develop PH operating model in CYC. 1.2 Public health operating 1.2.1 Steve Waddington Rachel Johns model agreed and in place by November 2012 122 CYC staff and NYYPCT pilot public health arrangements Sally Burns Rachel Johns 1.2.3 Agree joint working models with NYCC Sally Burns Rachel Johns 1.2.4 Rachel Johns Work with developing Public Health England and NHSCB to clarify health protection, screening, immunisation and intelligence arrangements 1.2.5 Operating model agreed by Cabinet (structure produced ready for consultation with staff) Sally Burns Rachel Johns 1.2.6 Implement HR process (see below) to deliver operating model Sally Burns Rachel Johns 1.2.7 Identify and address any subsequent risks and issues that are identified. Sally Burns Rachel Johns 1.2.8 PCT Board consider transfer of functions to CYC Phil Kirby 1.2.9 Implement new operating model (including leadership, organisational structure and commissioning Sally Burns Rachel Johns arrangements. 1.3 Core offer to Clinical 1.3.1 Memorandum of Understanding developed and operational covering PH core offer to support CCGs during Martin Hawkings Commissioning transition year Groups/NHS agreed and in Core offer draft operating model produced 1.3.2 Martin Hawkings place. 1.3.3 Further work on developing core offer to NHS Commissioners Martin Hawkings Rachel Johns 1.3.4 Finalised core offer operational Martin Hawkings / Rachel Johns 1.4 JSNA launched 1.4.1 Local stakeholder events delivered. Judy Kent James Crick 1.4.2 Final JSNA presented to H&W Board James Crick Judy Kent 143 JSNA launched Judy Kent James Crick 1.5 Health and Wellbeing 1.5.1 Development of Health and Wellbeing Strategy Rachel Johns Sally Burns Strategy developed 1.5.2 Health and Wellbeing Strategy published Sally Burns Rachel Johns 2. Appointment of 2.1 DPH to be appointed and 2.1.1 Agree remit of DPH and agree appointment process that meets LA, PHE and Faculty requirements Amanda Wilcock Janet Neeve CYC Director of in post by October 2012. 2.1.2 Begin DPH appointment process Janet Neeve Amanda Wilcock **Public Health** 2.1.3 DPH process concluded Amanda Wilcock Janet Neeve 2.1.4 DPH postholder begins. Janet Neeve Amanda Wilcock 3. Transferring 3.1 Transfer of staff to LA Staff aligned to LA identified - letters received Amanda Wilcock 3.1.1 PCT staff 3.1.2 Analysis conducted on implications of CYC public health indicative funding allocation on staffing establishment Patrick Looker Louise Engledow and risks identified 3.1.3 Negotiate any discrepancies in funding. Patrick Looker Louise Engledow 3.1.4 Staff to agree job descriptions for substantive roles 3.1.5 Agree with CYC/NYCC split/shared arrangements of staffing. Sally Burns Phil Kirby 3.1.6 Develop and agree CYC public health team structure Sally Burns Phil Kirby 3.1.7 Sender receiver agreement reached on staffing transfers. Janet Neeve Amanda Wilcock 3 1 8 Consultation with staff and trade unions on structure. Janet Neeve Amanda Wilcock 3.1.9 HR process so staff are designated to new roles Janet Neeve Amanda Wilcock Staff support (CV writing, interview skills) /redeployment/exits Amanda Wilcock 3.1.11 Staff start in designated roles at CYC (shadow new operating model inc governance arrangements assess and Janet Neeve Amanda Wilcock address risks. Address any residual part of HR transfer Janet Neeve Amanda Wilcock Consultation on TUPE transfer Janet Neeve Amanda Wilcock

			Timeline			Jan-12 Feb-12	Mar-12 Apr-12	May-12 Jun-12	Jul-12	Aug-12 Sep-12	Oct-12	Dec-12	Jan-13	Feb-13 Mar-13
Turneitien Anne	Curana Cuitania	Action	Antique	CYC Lead	PCT Lead									
Transition Area	Success Criteria	no. 3.1.14	Actions Transfer of staff to LA complete	Janet Neeve	Amanda Wilcock						-			
	3.2 All infrastucture in place	3.2.1	Scope infrastructure requirements - including IT, office accommodation,	04.101.10010	Philippa Press						$+\!\!+\!\!-$	+	\vdash	
to s	o support Public Health staff n LA	3.2.2	Address infrastructure requirements.		Philippa Press									+
4. Transferring Commissioning functions and resources		4.1.1	Collate information on contracts (including budgets, governance arrangements, performance) relating to all functions transferring and identify risks.	Adele Spencer	Rachel Johns									
		4.1.2	Negotiate any discrepancies in funding.	Patrick Looker	Louise Engledow								i	
		4.1.3	Disaggregate contracts between North Yorkshire and York (as applicable).	Adele Spencer	Rachel Johns									
		4.1.4	Make recommendations on split and shared contract arrangements with clear details on how the governance will work.	Adele Spencer	Rachel Johns									
		4.1.5	Agreement between LAs on shared contract arrangements - and structures influenced accordingly.	Sally Burns	Phil Kirby									
		4.1.6	Agree and develop mechanisms for CYC-specific and shared contracts.	Adele Spencer	Rachel Johns								i	
		4.1.7	Clarify future arrangements/mechanisms that allow LA to commission and place future contracts with primary care providers (inc. CCGs, NHS CB)		Rachel Johns									
		4.1.8	Clarify future arrangments/mechanisms around prescribing elements (inc funding) within commissioned services.		Rachel Johns									
		4.1.9	Sender receiver agreement of functions to transfer (health improvement, health protection and healthcare)	Sally Burns	Phil Kirby									
		4.1.10	Notify Providers of change of commissioner	Adele Spencer	PCT contracting									
		4.1.11	Begin transfer and delegation of functions (contracts, budgets and staff).		Phil Kirby									
		4.1.12	Collation of all legacy documentation relating to functions transferring.		Philippa Press									
		4.1.13	Transfer of LA commissioning functions and resources complete	Sally Burns	Phil Kirby									
	4.2 All commissioning/corporate services in place	4.2.1	Scope support service requirements for each function - including finance, IT, contracting (including invoicing system), performance management, HR, communications, admin, and governance		All function leads									
		4.2.2	Implement new structure to support PH functions and staff	Sally Burns										
5. Governance	5.1 Identifying risks and developing mitigation actions	5.1.1	Send out checklist to function leads		Bruce Willoughby						+-			
		5.1.2	Checklist responses shared with NY Public Health Group		Bruce Willoughby							+	\Box	+
		5.1.3	CYC to identify arrangements for hosting governance functions	Sally Burns	0 ,									
		5.1.4	Function leads to identify risks and mitigation actions		all function leads									
	5.2 Ensure Shadow governance arrangements in place	5.2.1	Regular monitoring of action plan, risks and mitigation actions by York Public Health Transition Board	Sally Burns	Rachel Johns									
		5.2.2	Continued Governance monitoring of Public Health function through Public Health Governance Committee, overseen by PCT Governance and Quality Committee		Bruce Willoughby									
		5.2.3	Continued support by PCT Governance staff in dealing with Serious Incidents etc		Dawn Taylor									
	5.3 Developing governance arrangements for post April 2013	5.3.1	Use checklist and risk register to identify or develop new governance arrangements to cover risks identified	Sally Burns	Bruce Willoughby									
		5.3.2	NHS NYY Board to receive assurance that governance arrangements are in place before transfer	Sally Bullis	Phil Kirby							+		
		5.3.3	Implement and test new governance arrangements (corporate and clinical).	York PH team	York PH team									
		5.3.4	Formal transfer of responsibility 31st March 2013											