Commentary to Accompany Second 0 to 5 Transfer Finance / Contract Return – July 2014

Area Team – [Insert name of Area Team]

Local Authorities – [Insert names of Local Authorities]

Prepared by – [Insert names, organisations and contact details]

1. Background to this commentary

   This commentary is a working paper which is intended to support the calculations in the accompanying Excel spreadsheet and to give partners an opportunity to identify potential issues and risks and to explain how they may be mitigated.

   Where agreement is not reached, this commentary may be used to document each party’s position, i.e. it should be possible to agree a commentary even if it is not possible to sign off the Excel spreadsheet.

   All parties are expected to use their best endeavours to reach agreement locally.

2. Sign off

   Include details of whether the return and this commentary has been signed off (by / on behalf of all organisations / by some organisations). If not fully signed off please explain the issues that need to be overcome to achieve full sign off.

3. 2015/16 expectations – contract transfer

   Include details of any risks of failure to meet the scope including risk of failure to achieve and maintain health visitor or FNP trajectories, approach to novation / mechanism of transferring commissioning responsibility, any plans for notice to be given on existing contracts, any potential procurement issues that might affect transfer
4. **2015/16 contract assumptions**

*Include details of material local assumptions, including CQUIN, reasons for excluding any material elements of 2014/15 0 to 5 contracts from the transfer, details of how contracts have been split by Local Authority, details of the basis for splitting 15/16 total contract values between Area Teams and Local Authorities if not 50:50, expected improvements in operational performance.*

5. **Engagement with providers**

*Include details of ongoing and planned discussions with providers on 15/16 contracts and the transfer of commissioning responsibility to local authorities.*

6. **2015/16 expectations – commissioning cost transfer**

*Include details of any issues that might prevent the agreement of transfers of commissioning costs to Local Authorities / confirmation of consistency with any related workforce returns or explanation of any differences.*
7. **Local Risks**

*Include details of any local risks (i.e. risks specific to the area covered by the Area Team, not generic risks which will apply to all Area Teams) and plans for mitigation.*

8. **Areas where you require further support**

*Include specific details*