

Oldham Cares - Investment Review

<Insert details from proposal form>

Version number:	[Insert Draft 0.1, 0.2, 0.3 or Final 1.0]
Senior Responsible Owner (SRO):	[Insert name]
Date of issue to SRO:	[Insert date]
Programme/Project Title:	[Insert programme name]
Lead Sponsor	[Insert name]
Organisation Lead	[Insert name]
Review Dates:	See Section 1
Programme Manager	[Insert name of team leader]
Programme Board	<Board Name> Chair - <NAME> Please see ToR for full member list
Key Stakeholder Sign Off Is Section 13 of the Proposal complete?	Yes/ No

This business case decision was arranged and managed by:

Oldham Cares - ICO Programme Office

<e-mail>

Busienss CaseTemplate Version [Insert Final 1.0]

Section 1

Investment Confidence Assessment

	<u>Overall Delivery Confidence Assessment:</u>	VIII	VII	VI	V	IV	III	II	I
1	Alignment to GM Strategy and Locality Plan								
2	Ability to deliver the plan with immediate effect								
3	Working with other organisations and people								
4	Making sure the money adds up								
5	Being able to develop more when TF runs out								

<u>Overall Delivery Confidence Assessment:</u>	[Insert status: Red, Amber Green etc.]
<p>I The Commissioning Partnership Board on <DATE> found/noted that</p> <p>II The OC Alliance Board on <DATE> found/noted that</p> <p>III The OC Alliance Provider Forum on <DATE> found/noted that</p> <p>IV The OC Programme Assurance Team on <DATE> found/noted that</p> <p>V The Long Term Financial Planning Group on <DATE> found/noted that</p> <p>VI The <XXX Programme Board> on <DATE> found/noted that</p> <p>VII The <XXX Workstream> on <DATE> found/noted that</p>	

The Delivery Confidence assessment RAG status should use the definitions below:

<u>RAG</u>	<u>Criteria Description</u>
Green	Successful delivery of the transformation to time, cost and quality appears highly likely and there are no major outstanding issues that at this stage appear to threaten delivery.
Amber/Green	Successful delivery appears probable. However, constant attention will be needed to ensure risks do not materialise into major issues threatening delivery.
Amber	Successful delivery appears feasible but significant issues already exist requiring management attention. These appear resolvable at this stage and, if addressed promptly, should not present a cost/schedule overrun.
Amber/Red	Successful delivery of the transformation is in doubt with major risks or issues apparent in a number of key areas. Urgent action is needed to ensure these are addressed, and establish whether resolution is feasible.
Red	Successful delivery of the transformation appears to be unachievable. There are major issues which, at this stage, do not appear to be manageable or resolvable. The project may need re-base lining and/or overall viability re-assessed.

Section 2

Summary of Report Recommendations

Critical (Do Now) – To increase the likelihood of a successful outcome it is of the greatest importance that the Sponsor should take action immediately

Essential (Do By) – To increase the likelihood of a successful outcome the Sponsor should take action in the near future.

Recommended – The project should benefit from the uptake of this recommendation. The Proposal then needs to be linked to project milestones e.g. before contract signature and/or a specified timeframe e.g. within the next three months.

The following recommendations which are prioritised using the definitions below:

Ref. No.	Recommendation	Critical/ Essential/ Recommended	Target date for completion	Classification
1.	Long Term Financial Planning			Choose an item.
2.	Programme Board			Choose an item.
3.	Comms and Engagement			Choose an item.
4.	Estates			Choose an item.
5.	Information Governance			Choose an item.
6.	IM&T			Choose an item.
7.	Business Intelligence			Choose an item.
8.	Procurement & Contracting			Choose an item.
9.	Workforce			Choose an item.
10.	OD			Choose an item.
11.	Clinical Quality			Choose an item.
12.	Other			Choose an item.

Section 3

Comments from the SRO and Health and Social Care Leadership Group

[\[Insert comments here\]](#)

Section 4**Findings and Recommendations**

Ref	CRITERIA (Italics = OGC Gateway review, none italic = T Bid criteria)	Y/N	RAG
Comments			

1) Alignment to Greater Manchester Strategy and Locality Plan

1.1	Does the Proposal align to GM and locality in both strategy and vision and how is the plan designed?		
1.2	Does the Proposal explain how it will improve Oldham's financial situation?		

2) Ability to deliver the plan straight away

2.1	Does the Proposal demonstrate that the service component is ready to be delivered? Have all necessary statutory and procedural requirements been followed?		
2.2	Does the Proposal demonstrate that the transformation is ready to be delivered? Is a project management team in place?		
2.3	Can the system deliver on the Proposal? Is the system prepared for the development (where there are new processes), implementation, transition and operation of new services/facilities, and that all relevant staff are being (or will be) prepared for the business change involved?		
2.4	Have specific parts of the Proposal which rely on, e.g. target patient and service groups taking up a service, been identified?		
2.5	Are management controls in place to manage the transformation through to completion, including financial controls, contract management aspects and implementation plans?		
2.6	Are there clear plans for risk management, issue management and change management (technical and business), and that these plans are shared with providers and suppliers?		
2.7	Technical implications, such as for IT-enabled projects,		

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Component/ Workstream Title: [\[Insert pname\]](#)

	information assurance and security and capital programmes have they been addressed?		
2.8	Is an equality impact assessment required?		

3) Working with other organisations and people

3.1	Does the Proposal show that they will be working with other organisations and people e.g. evidence of formal sign offs, talking to patients and service users?		

4) Make sure the money adds up

4.1	Does the Proposal show a demonstration that the Transformation will help Oldham's financial position over the long term?		
4.2	Should there eventually be a return on investment?		
4.3	Will the Proposal ensure locality spending and targets in the investment agreement are met to make sure the required transformation happens?		
4.4	Is there an exit strategy should the Proposal not be viable once begun?		
4.5	Is it within the financial envelope as per the original agreement?		

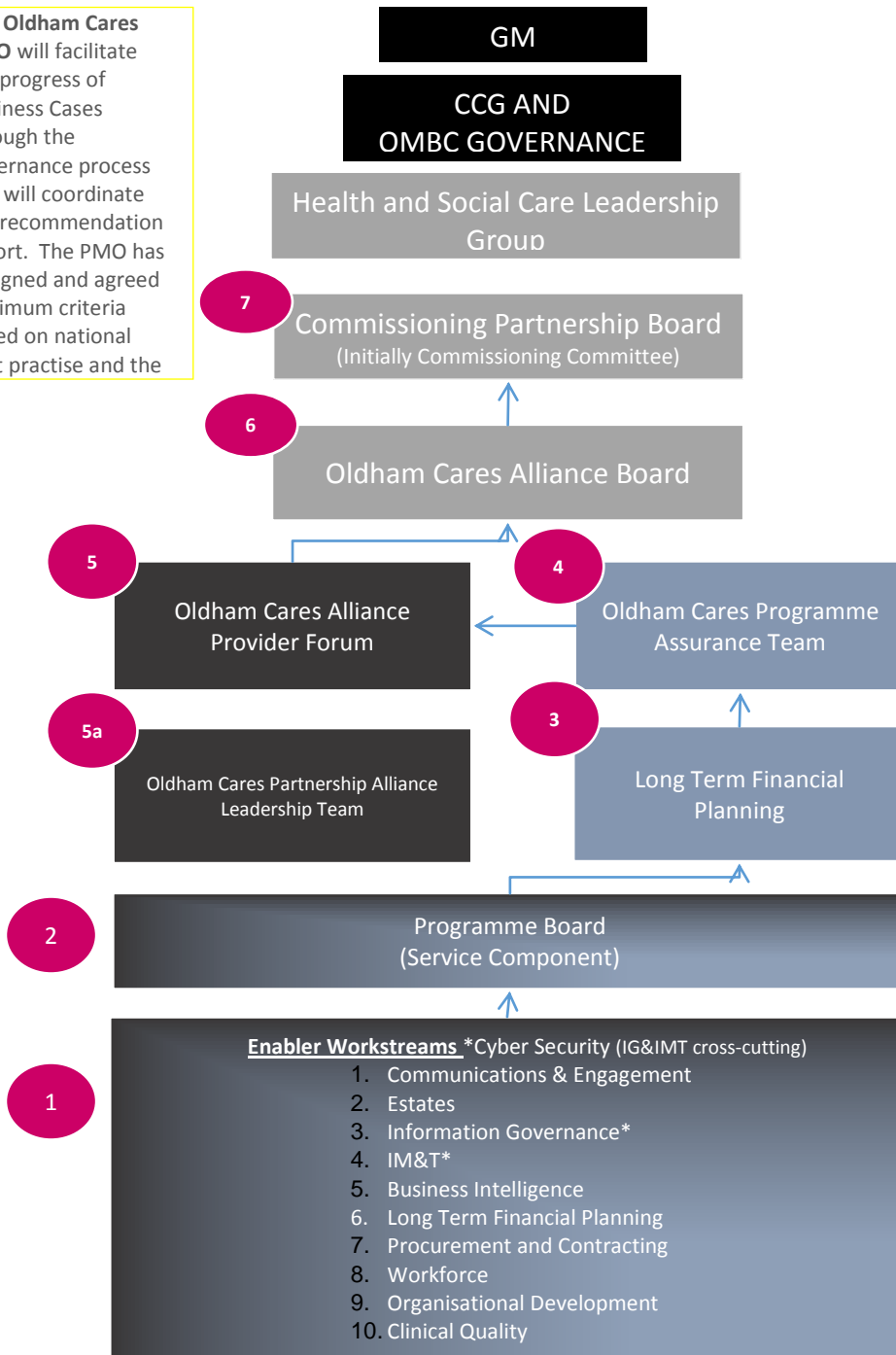
5) Be able to develop more when the Transformation Funding runs out

5.1	Does the Proposal show that the scheme can be replicated by having an evaluation system in place and a way of sharing and learning the things that went well or otherwise?		

Oldham Cares Business Case Governance Process

OLDHAM CARES PROGRAMME MANAGEMENT OFFICE

The **Oldham Cares PMO** will facilitate the progress of Business Cases through the governance process and will coordinate the recommendation report. The PMO has designed and agreed minimum criteria based on national best practise and the



7

The **Commissioning Partnership Board** gives overall approval to the Business Case Transformation Fund spend in line with Commissioning intentions and the Outcome Framework, Section 75 arrangements. The H&S LG will receive Business Cases prior to the CPB

6

The **Oldham Cares Alliance Board** will operate as a joint executive management team overseeing the programme to establish the Alliance and the service transformation

5

The **Oldham Cares Alliance Provider Forum** includes providers who have signed the MOU/Alliance and will operate as a joint partnership team to develop a strategy for the 90 providers. This will act as a 'sense check' as to whether the business cases can be delivered operationally. The **Partnership Alliance Leadership Team** may wish to look at cases in more detail

4

The **Oldham Cares Programme Assurance Team** brings together Sponsors of service transformation in eight key areas to review, consolidate, plan, and assure change plans. This group will review business cases to ensure they are aligned to a system wide transformation approach

3

The **Long Term Financial Planning Group** will develop the long term financial model for the Oldham Locality plan factoring the impact of pathway interventions and efficiency requirements. It will review business cases for financial sustainability

2

Each Service Component has a **Programme Board**:

- Community Enablement Programme Board
- Health improvement Programme Board
- Mental Health Strategy Partnership
- Primary Care Programme Board
- Start Well Programme Board
- Thriving Community Programme Board
- Urgent Care Transformation Board

1

The **Enabler Workstreams** work at a strategic and operational transformation level, providing specialist support. **Interdependency Working Groups** will be established on an ad-hoc basis to analyse complex systems and/or work requiring technical expertise

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Component/ Workstream Title: [\[Insert pname\]](#)

Group A

Thriving Communities

Group B

Mental Health is Central to
Good Health

Start Well

Group C

Core & Extended Primary
Care

Community Enablement

Urgent & Emergency Care

	MEETING	REVIEW DATE
1	Enabler Workstreams	As Agreed
2	Programme Boards (Service Component)	
	Thriving Communities Delivery Group	As Agreed
	Urgent & Emergency Care Board	As Agreed
	Start Well Programme Board	3 May
	Core & Extended Primary Care Sub-Programme Board	4 May/1 Jun
	Mental Health Strategy Partnership	8 May
	Community Enablement Programme Board	11 May
		GROUP A
3	Long Term Financial Planning Group	1 Feb
	Financial Query Call Back	15 Mar
4	ICO Programme Assurance Team	14 Mar
5	Oldham Cares Alliance Provider Forum	17 May
6	ICO Alliance Board	24 May
		GROUP B
3	Long Term Financial Planning Group	24 May
		GROUPS B & C
	Extraordinary ICO Programme Assurance Team	23 May
3	Long Term Financial Planning Group	7 Jun
4	ICO Programme Assurance Team	6 Jun
5	Oldham Cares Alliance Provider Forum	12 Jun
6	ICO Alliance Board	21 Jun
		GROUPS A & B
7	Commissioning Partnership Board	28 June