Appendix

Questions to support the determination of a "substantial variation or development of services"

1. What is the nature of the proposed change or development or service (for example are proposals for a new service model or is there a shift from acute to community/primary care)?

2. How many patients will be affected by the proposals and to what extent (for example will proposals have a major impact on a less critical service or a minor impact on a more critical service)?

3. Who will be affected by the proposals, do they affect a particular group of patients such as older people, children or other protected characteristics / vulnerable groups?

4. How regularly do patients use the service proposed to be varied or developed?

5. Will the proposals enhance services (note: a service enhancement may be no less a substantial variation than a service reduction)?

6. What engagement has there been so far in relation to the proposals (for example has there been any preliminary work in planning or development or other engagement already taken place under the duty to involve)? Have there been any changes to the proposals as a result of any engagement already undertaken?

7. What is the clinical engagement or leadership in relation to the proposals?

8. How politically sensitive are the proposals, are they high profile or likely to be controversial?

9. Will the proposals affect the location of the service and/or its accessibility?

10. Will there be several small changes as a result of the proposals, which together might be considered substantial?

11. What is the financial impact of the proposals?

12. What is the impact of the proposals on other services?

13. Will the proposals have a wider impact on the community, such as economic, regeneration or transport?

14. Has an equality impact assessment (EIA) been undertaken in relation to the proposals, if so has it been quality assured and are there any specific issues that have been identified? If an EIA has not yet been undertaken when will this be carried out?