

Appendix 13. CP&QT Decommissioning Process Flowchart

START



Identify risks and issues associated with de-commissioning of service as well as service continuity options, supported by CPQM and liaising with CQC

Identify number of people accessing service and gather information about them, their next of kin and their assessed needs and set up tracker

Where needed, information requested from other agencies i.e. CQC

Discuss risks, issues, options appraisal and data regarding people accessing service with HoS

Make decision as to whether to launch de-commissioning process

Identify individuals to be on a core group to oversee the de-commissioning process and a lead, supported by CPQM

Obtain provider communication strategy and develop a communication plan, supported by CPQM

Obtain provider demobilisation plan and develop a demobilisation plan to be followed by the core group and provider, supported by CPQM

Arrange regular core group meetings and invite the service provider to attend, sharing the communication /mobilisation plan and tracker with members

Deliver demobilisation and communication plans, supported by CPQM and update tracker

Regularly update HoS, DMT and CQC

Identify any lessons learned from the de-commissioning process and develop future processes where needed

Legend



Activity/key stage led by Contract Performance and Quality Manager (CPQM)



Activity/key stage led by Contract Performance and Quality Officer (CPQO)



Activity/key stage led by Head of Service (HoS)