

Halton & St Helens Public Health Team Completed Preparation for Handover of Functions and Services

Section	Detail
<p>1. Overview of sender and receiver organisations.</p>	<p><i>Sending Organisation:</i> NHS Halton & St Helens – Public Health Team Contacts: Overall Leads: Eileen O’Meara, Director of Public Health (Halton) Liz Gaulton, Director of Public Health (St Helens) Contracts Lead: Glenda Cave, Business Manager</p> <p><i>Receiving Organisations:</i></p> <ol style="list-style-type: none"> 1. Halton BC / St Helens MBC 2. Halton CCG / St Helens CCG 3. National Commissioning Board 4. Public Health England
<p>2. Current sender functions and responsibilities.</p>	<ol style="list-style-type: none"> 1. Public Health Leadership 2. Health Improvement commissioning for health and wellbeing (See Appendix 1 for details of current commissioned services) 3. Quality and Health Protection 4. Public Health Strategy and Intelligence
<p>3. Where Public Health functions will transfer and information needs of recipients.</p>	<p>Public Health functions will be divided between the receiving organisations detailed above in line with the Health and Social Care Act. Sending and receiving organisations will have relevant contextual information including:</p> <ul style="list-style-type: none"> • Full details of the new structure showing respective functions and how the organisations relate to each other <p>Information provided to receiving organisations includes:</p> <ul style="list-style-type: none"> • Contract documents • Insight / intelligence / evaluation reports as relevant • Background reports, strategies, action plans etc. relating to specific function or contract • Details of key relevant contact in sending organisation • Catch-all point of contact for both Halton Public Health Team & St Helens Public Health Team (eg. PA to DPH) to receive and signpost queries in absence of key contact • Team structure and staff names (Halton & St Helens Councils only – this would be in addition to the HR /

	<p style="text-align: center;">TUPE process)</p> <p>In addition, Halton Borough Council are informed that current and legacy documents relating to Public Health in both Halton & St Helens are available via a dedicated section of both Council's websites. These documents include:</p> <ul style="list-style-type: none"> • Public Health Annual Reports • Statistical Compendiums • Health profiles and topic reports • Insight and other research reports • Joint Strategic Needs Assessment • Joint Strategic Asset Assessment • Health and Wellbeing Strategy <p>Additional information transfers with the Team including:</p> <ul style="list-style-type: none"> • Details of responses to FOI requests involving input from the Team • All statistical reports, insight, evaluation and other intelligence not required for receiving organisations • Status reports on functions not related to specific contracts • Health Needs Assessments • Equity Audits • Health Impact Assessments • Contact lists • All records identified as requiring retention for specified periods under the NHS Halton & St Helens Records Management and Retention Schedule • Other closed files identified as key for retention in relation to corporate memory / business continuity • All active files and records
<p>4. Processes for gathering and collating the information receiver organisations need.</p>	<p>As Public Health staff are now in-situ within the Councils, all associated electronic folders have been copied and saved on the network drives allocated to them.</p> <p>Halton Council IT department have provided an encrypted hard drive for the transfer of electronic files stored on J:/Public Health and historic emails. The files were copied across on Thursday 21st Feb in Halton. The same hard drive was used to copy the files onto the St Helens Council server as soon as possible after this. St Helens and Knowsley HIS have been informed in writing of our intentions to transfer this information.</p> <p>Hard copies of signed contract documents will also be provided in a secure handover.</p>

	<p>Hard and / or electronic copies of the files will be retained by the Public Health Team for the periods prescribed in Information Governance guidance.</p> <p>A full review of all paper and electronic files held by the Team is under way. This will identify which records are required under the batches listed in Section 3 above.</p>
<p>5. Plans for triangulating data.</p>	<p>Internal triangulation will involve relevant Team members checking the accuracy and usefulness of information prepared by colleagues for handover. This included discussion of quality and risk issues which need to be communicated to the receiving organisations.</p> <p>External triangulation involved external partners such as providers of services. Halton Borough Council had the opportunity to access previous recorded notes of review meetings, sharing qualities and risks. Performance reporting will also be available allowing sharing of data.</p> <p>Where Halton & St Helens Public Health Teams are associates to a collaborative contract, support will be provided to the lead commissioner in preparing for handover as required.</p>
<p>6. Plans for ensuring face-to-face handover.</p>	<ul style="list-style-type: none"> • Meetings completed re. novation of contracts Meetings have been held with other receiving organisations re relevant contacts identified. It is recognised meetings with organisations such as the National Commissioning Board and Public Health England may be held at Cluster level, with local input as required.
<p>7. Plans to ensure resilience of handover plan.</p> <p>Plans to ensure knowledge is captured and retained.</p>	<ul style="list-style-type: none"> • Back-up points of contact • Retain hard and / or electronic copies of all documentation for reference in case of queries • Working to identify contacts in receiving organisations (other than Halton & St Helens Councils), but not all in place yet • Exit plans for staff leaving or transferring to other parts of new system. A member of the Team has been identified to co-ordinate knowledge capture.
<p>8. Governance arrangements to ensure transparency, probity and honesty.</p>	<p>The handover process used will be ratified by relevant groups at local and Cluster level.</p>
<p>9. Key milestones.</p>	<p>1. Contracts prepared for handover – July 2012</p>

	<ol style="list-style-type: none"> 2. Tacit Knowledge Capture Tool completed – November 2012 3. Initial meetings held with Halton & St Helens Councils – on-going since June 2012 4. Identify key contacts in other receiving organisations – November 2012 5. Arrange face-to-face meetings with non-Halton and St Helens Council receiving organisations – December 2012 6. Copy and forward all associated electronic folders to this receiving organisation contact – date for transfer in Halton scheduled for 21st February now completed & St Helens will be scheduled soon after. 7. Testing of emergency planning arrangements via an informed conversation with the LA and PH. 8. Information Governance Toolkit completed and signed off December 2012 by Halton. 9. N3 connection arranged via purchase of Cable & Wireless Licence. 10. Measures letter agreed with staff. 11. DPH designate letter signed March 3rd 2013. 12. New budgeting and finance codes established. 13. Final PHAR 2012 written as legacy document. 14. Procurement plan listing all contracts produced 2013. 15. Executive Board paper outlining transfer of services and extension of contracts due to end 31.3.13 ratified 28th February 2013. 16. Paper to Executive Board outlining the preparation and transfer of services on 28th March 2013.
<p>10. Arrangements for handover of mandatory Public Health services.</p>	<p>These will be the same as for handover in general, with mandatory and essential services clearly identified.</p>

Eileen O'Meara
Director of Public Health
Halton BC
0151 495 5278
Eileen.omeara@halton.gov.uk

Liz Gaulton
Director of Public Health
St Helens MBC
01744 673232
Lizgaulton@sthelens.gov.uk

Appendix 1

Details of current Health Improvement commissioned services for health and wellbeing

Weight Management Services
Weight Management (Early Years)
Children & Young Peoples Weight Management
Adult Weight Management
Healthy Lifestyles
Tobacco Control
Stop Smoking
Alcohol Health Improvement
Health Promotion
Get Checked: Early Detection of Cancer
Workplace Health
Adult Mental Health Services
Health Improvement - Children Mental Health Services
Healthy Schools (Halton)
Child Health Promotion