

Notes on populating the template

The Assessment is to be repeated Quarterly & Annually. There is a separate tab for each quarter (Q1, Q2, Q3, Q4) and one for the Annual assessment.

Completion of each of the tabs should be undertaken at the appropriate time - cumulatively within the same template. I.e. by the end of the year all tabs within the template will be fully completed.

In response to each question, answer Yes - where all assessment criteria are fully met, Partial - where some but not all are fully or partially met, No - where none of the criteria are met and NA - where the assessment criteria is identified as not applicable.

On the sign off sheet select the period this return relates to.

Complete the sign off details and ensure responses are signed off by the DoF/CFO before submission to the NHS England local team