

APPENDIX 3
Decommissioning Brief

Contributing Officers:	Name:	Sign Off Date:
Lead Officer:		
Lead Commissioner:		
Cabinet Portfolio Member:		

The 'Decommissioning Brief' will help support the following outcomes:-

- **Formalising proposals**
- **Providing consistency to proposals**

It also does not replace the need to follow the appropriate decision-making processes, which may include formal Cabinet approval. Further templates may be needed as the process is developed. The template should be signed by the appropriate officers and all decision making should be documented appropriately.

Why is decommissioning being considered?

- Describe the circumstances (eg end of contract, grant withdrawal, performance issues, etc)

What does the service currently do?

- Service description
- Describe who the service is for
- Approximate number of staff involved in delivering the service
- Outcomes it delivers

What financial and performance information is currently available?

- Performance information
- Needs assessment
- Financial information

What will be the impact of decommissioning?

- Service users
- Service providers (current provider and other providers)
- Stakeholder
- Risk assessment
- Legal advice
- Consultation impact & timescales

What are the proposed next steps?

- ESIIA
- Consultation
- Decision making process
- Timescales & milestones
- Communications to stakeholders
- Further documentation & related work (e.g detailed needs assessments, soft-market testing, consultation)