

Appendix 5:

IEV Team Criteria for New Works

The IEV Team will work through the below criteria, in reference to submitted New Works Forms, to make the decision to support/prioritise requests for support:

Priority

- Which Trust, Divisional or IEV Team priority does it contribute to?

Impact

- How will it make a difference to service users/carers?
- How will it impact on health inequalities?
- What difference will our input make to whether it goes ahead or how effective it is?

Practical

- Type of ask: Are we clear about the work and the support requested?
- Does the work/support fall within scope for our team?
- Do we have the appropriate experience/skill?

Responsibility

- Are we clear on who would be responsible and who carry out the work in our team (if different)?

Timescale

- Can we complete the work in the set timescale to a standard we are happy with?

Capacity

- Staff – do we have the necessary capacity to undertake the work?
- Volunteers – do we have volunteers with the capacity to undertake the work?

Decision:

- Support in full (as per request)
- Support in part
- Do not support

Work which meets the below criteria need not come to the New Works discussion:

- Under ½ day's work
- An existing role for a new site/meeting, the work for which impacts only on yourself and you have the capacity to do/support
- An addition to ongoing work (e.g. extended timescale or spin off meeting), the work for which impacts only on yourself and you have the capacity to do/support