

**Minutes
Finance and Information Group**

7th August 2017, 15.00-17.00

Meeting Room 1, Civic Centre, Arnot Hill Park, Arnold, NG5 6LU

Present:

Terry Allen (TA)	Lay Member – Financial Management & Audit (<i>Chair</i>)
Hazel Buchanan (HB)	Director of Operations
Dr James Hopkinson (JH)	Clinical Lead
Ian Livsey (IL)	Deputy Chief Finance Officer – South CCGs
Sergio Pappalettera (SPa)	Contracts & Information Manager
Sharon Pickett (SPi)	Deputy Chief Officer
Mark Sheppard (MS)	Director of Contract Delivery (<i>deputised on behalf of Maxine Bunn</i>)

In attendance:

Jonathan Bemrose (JB)	Chief Finance Officer
Louisa Hall (LH)	Corporate Admin Officer (<i>Minute taker</i>)
Debbie Stiles-Powell (DSP)	Senior Finance Manager QIPP/BCF

Apologies:

Maxine Bunn (MB)	Director of Contracting – South CCGs
Andy Hall (AH)	Director of Outcomes & Information – Rushcliffe CCG
Sam Walters (SW)	Chief Officer

Cumulative Record of Members Attendance (2017/18)

Name	Possible	Actual	Name	Possible	Actual
Terry Allen	4	4	Sam Walters	4	1
Hazel Buchanan	4	2			
Maxine Bunn	4	4x deputy			
Dr James Hopkinson	4	4			
Ian Livsey	4	4			
Sergio Pappalettera	4	4			
Sharon Pickett	4	4			

Purpose of Group

As per the Terms of Reference of the Finance & Information Group (FIG), this group has delegated authority from the Governing Body to monitor budgets and activity and ensure their delivery against plan, reporting all deviations and respective corrective action to the Governing Body. The FIG will also oversee the financial planning process, agreeing the financial plan assumptions and principles.

Item		Action
FI 17/054	<u>Welcome and Apologies</u>	

	<p>Terry Allen (TA) welcomed members to the meeting. Apologies were noted as above. It was noted that Mark Sheppard (MS) deputised on behalf of Maxine Bunn. Quoracy was confirmed.</p>	
<p>FI 17/055</p>	<p><u>Declarations of Interest</u></p> <p>The Chair reminded committee members of their obligation to declare any interests they may have on any issues arising at Finance and Information Group meetings that might conflict with the business of the CCG.</p> <p>Declarations of Finance and Information Group were listed in the CCG's Register of Interests. Terry Allen (TA) noted that the Register was available either via the secretary to the FIG Group or the CCG website at the following link:</p> <p>http://www.nottinghamnortheastccg.nhs.uk/contact-us/freedom-of-information/conflicts-of-interest/</p> <p>No Declarations of Interest were made in relation to the agenda.</p>	
<p>FI 17/056</p>	<p><u>Minutes and Actions of the previous meeting</u></p> <p>The minutes of the meeting held on 28th June 2017 were approved as a true and accurate record with the following agenda items revisited:</p> <p><u>17/047:</u> Mark Sheppard (MS) informed the Committee that both MS and Ian Livsey (IL) had met to review. MS updated the group that current costing for Mid-Notts had been requested which gave an indication but had been based on incorrect salaries. It was confirmed that they were awaiting final costing and a possible need to recruit to post. MS added that there was a possibility of looking at also bringing prior approval in house and are awaiting response on this. It was highlighted that the current hold up is due to workload. The Committee queried how the service is being covered if staff members have left. MS confirmed invoices are on hold. The Chair suggested to potentially take the workload and then recruit.</p> <p><u>17/048:</u> The Committee agreed to revisit the action regarding separation of the recurrent and non-recurrent figures in related Agenda item 17/057: Finance update.</p> <p><u>17/049:</u> Debbie Stiles-Powell (DSP) confirmed attendance on behalf of the PMO team to deliver updates in Agenda Item 17/058.</p> <p>Hazel Buchanan (HB) acknowledged the ongoing action of reviewing</p>	<p>MS/IL</p>

	<p>meeting dates to ensure consistency and fluidity in reporting structures. The Committee highlighted that as NNE is the 1st in the cycle, arranging dates to coincide can prove difficult. It was added that Governing Body meetings have separate papers, however; NNE sits first in line so unable to report fully until the 8th working day. HB added that all future proposed committee changes would need to go out to member practices in line with the Constitution.</p> <p><u>17/050:</u> James Hopkinson (JH) updated the Committee that Nicola Pownall had confirmed that all GPs and emergencies do all still go to AMRU.</p> <p>Sergio Pappalettera (Spa) and JH confirmed that the referral data had been sent to the Practice and support has been offered.</p> <p><u>17/052:</u> The Pharmacist Manager, Lucia Calland, has amended the prescribing rebate scheme approval form. The Committee requested HB to look at wording and to ensure consistency of the yes/no confirmation to reduce opportunity for confusion.</p> <p><u>17/053:</u> Future calendar invites were updated to Monday. The rescheduled November meeting may need to be changed from 6th to 13th.</p>	<p>HB</p> <p>LH</p>
<p>FI 17/057</p>	<p><u>Finance Update</u></p> <p>IL provided an update on the 2017/18 M3 financial position with details from the Governing Body Report.</p> <p>It was highlighted that the summary performance table showed an underlying surplus, flagged as red for year forecast. Planned surplus of £1.1 million (6%) could potentially deteriorate by M4 to a deficit of £2 million. Jonathan Bemrose (JB) informed the Committee that Deloitte's feedback has been used to enhance reporting for risk mitigation and for future reports a range forecast will be included in the operating cost table.</p> <p>IL added that the majority of the pressure lies in acute and un-transacted QIPP of around 4.7 million. Recurrent overspend is higher so this will impact onto future QIPP requirement.</p> <p>IL then presented a draft paper for M4 financial position. It showed a cumulative and variance in month overspend of £630,000 compared to Break-even in M3. Acute services increased by £480k mainly due to un-transacted QIPP, Community services by £40k & continuing care increased by £80,000 due to QIPP and some new high cost packages. Prescribing remains underspent.</p> <p>It was noted that improvement had been seen at Circle as reports showed that this has not accelerated as much as previous.</p> <p>A query was raised over the non-transacted QIPP not being placed</p>	

	<p>with NUH. IL commented that this also applies to Community services and CHC. The Committee were advised to review the GB papers for July for further information on the transacted and non-transacted elements of the QIPP programme.</p> <p>The financial position was noted</p>	
<p>FI 17/058</p>	<p><u>Financial Turnaround:</u></p> <p>DSP provided an update on the current financial turnaround position. Key points raised:</p> <ul style="list-style-type: none"> • A further meeting was held with NUH that advised IVF services to remain in place. DSP confirmed this was discussed and agreed at the Financial Recovery Group (FRG). • The plan had been reviewed as larger number against primary care contracts identified issues with potential delivery of plan. • Targets identified for reduction of significant non-elective admissions and large number of outpatient follow-ups. • Additional pipeline scheme identified to save £1 million around smoking cessation. • Mitigation of £3.13 million relates to estimated available N/R support. • Mental health affordability has £3.1 million against cost efficiencies overall, only £689,000 identified for Greater Notts so far. • Transport efficiencies and eligibility review - working closely with Arriva to enact. • Prescribing stretch: repricing opportunity and taking advantage of prescribing improvements/efficiencies. Prescribing teams created an expanded list of potential saving areas for 17/18 and 18/19 that went to FRG last week. All CCGs now in rebate schemes with an aligned joint meds management committee. • High cost drugs: Circle agreement to switch two more drugs. The group discussed if savings have been represented in current figures. It was advised that report has not been adjusted so a future underspend should be seen for high costs drugs. • CHC: £4million for full-year impact of 16/17 QIPP schemes has been taken out of the budget. <p>A discussion took place around the ongoing processes to reduce practice clinical variation. It was queried how all will be delivered with DSP confirming that this is a combination of practice visits and incentives across all the CCGs. Sharon Pickett (SPi) added that specifications have been sent with remodelling at City CCG for example with practice targets in the specifications. It was highlighted that different specifications with different approaches exist at NNE including visits and peer reviews. Positive progress has been made for NNE in unwanted variations.</p>	

	<p>The Committee discussed 'Primary care at front door' with the plan to take 20% of attendees away from A&E. It was advised that data is collected from 8.30am to 11.30pm with the CCGs currently achieving 20%. The financial impact shows an achievement exceeding 20% that has now been transacted in the NUH contract.</p> <p>Medicines schemes: DSP confirmed that "Medicine Optimisation" relates to the actual review of a patients ongoing medication requirements, whereas the use of IT platform to support the initial prescribing decision is OptimiseRX which is proving successful in NNE.</p> <p>The current turnaround position was noted</p> <p>DSP presented a sample QIPP dashboard plan based on M3 data currently under development. It was advised that CHC and prescribing are not currently included. DSP summarised the coding of the Dashboard - Green: delivering, Amber: partially, Red: saving less than 50% of amount.</p> <p>A discussion took place around the data in the dashboard for NNE. It was highlighted that this had been developed through FRG and is still in the process of being finalised.</p> <p>The Committee fed back in terms of being unable to identify specific data that would aid understanding. It was also noted that figures did not include internal efficiencies and queried the data for non-elective as it was noted this should be higher.</p> <p>JB welcomed the feedback and added that this is important to ensure that the dashboard is a useful tool to provide assurance at FIG and for Governing Body and an updated version to be shared at the next meeting.</p>	<p>FC/DSP</p>
<p>FI 17/059</p>	<p><u>Activity Report Month-2</u></p> <p>SPa gave a verbal update to the Committee on Activity data for M2. Key points observed were:</p> <ul style="list-style-type: none"> • GP referrals doing well overall. RAG green means not only reduction on last year but also meeting QIPP targets. • Outpatients e-referrals showing a reduction. • Follow-ups increasing although NUH currently shows a financial underspend. • Day cases higher than last year Quarter 1. Increase of 10%. • Elective same level as last year. • A&E: reduction compared to last year. • Increase in emergency admissions most significant areas of pressure in Secondary Care. • Transfers: non-emergency number seems high. SPa 	

	<p>confirmed that this had previously been raised and mostly relates to Maternity pathways coding. The Committee believed that this should have been Outpatient Obstetrics and now changed to Inpatient attendances. SPa confirmed a zero charge on SLAM however even though the coding issue caused confusion.</p> <p>The activity report was noted.</p>	
FI 17/060	<p><u>Finance Risk Register</u></p> <p>IL presented the list of risks.</p> <p>It was agreed that the first risk, SDFR1 needed to be 5x5: 25 following the discussion in today's Committee meeting.</p> <p>VFM, OSFR1: currently sitting at 12. The Committee agreed this should be increased to 16.</p> <p>No other changes were required.</p>	IL
FI 17/061	<p><u>Terms of Reference Review</u></p> <p>The Group agreed additional wording was required to more formally reflect the turnaround process and best practice recommendations from the Deloitte review. It was agreed that amended ToR be produced and shared with the group for final comment prior to presentation at the September GB meeting.</p>	TA/HB
FI 17/062	<p><u>Internal Efficiencies</u></p> <p>HB presented a briefing paper regarding internal efficiencies. It was highlighted that there are currently 3 key areas for the PIDS; one area not in plan currently is IT costs, inclusive of GP practices ,which will need to be explored further with Andy Hall.</p> <p>HB identified key areas to the Committee:</p> <ul style="list-style-type: none"> • Staffing costs: HB informed the group of the current vacancy freeze which has been implemented in relation to savings but primarily due to the imminent consultation and move to a single management structure. A vacancy freeze is standard practice prior to a large restructure. As a result, it is possible that the vacancy freeze will extend into October. HB requested that FIG support a Governing Body review being undertaken as part of internal efficiencies due to Governing Body costs forming a significant element of staffing costs and NNE benchmarking proportionately higher than other local CCGs. A conflict was noted due to two Governing Body members being 	

	<p>present however the remaining Committee supported that a review should take place, the timing and outcome of which recognises the needs of the new structures as they evolve.</p> <ul style="list-style-type: none"> • Premises and lack of clarity around Property services. The Committee discussed Item 5 regarding value for money and potential for reduction in property holdings. • Further savings identified at City CCG including legal costs reviewed. 	
FI 17/063	<p><u>Capacity & Capability Review</u> <u>Finance Reporting</u></p> <p>JB informed the committee that KW from 360 Assurance has been engaged to develop an action plan to deliver the report recommendations. Leads have been identified and information/reports collated to evidence achievement of the review findings.</p> <p>It was also noted that the Deloitte finalised confidential report had not yet been circulated to GB members.</p>	JB
FI 17/064	<p><u>Letter from Paul Baumann's team</u></p> <p>The Chair advised the Committee of the letter for information. The Committee acknowledged this.</p>	
FI 17/065	<p><u>Any Other Business</u></p> <p>None declared</p>	
	<p>Date, Time and Venue of Next Meeting</p> <p>11th September 2017 10.00-12.30pm, Committee Room, Civic Centre, Arnot Hill Park</p>	