

GOVERNING BODY MEETING ON TUESDAY 7 MAY 2019

MINUTES TO BE RECEIVED

Title of Meeting	Finance and Performance Committee
Date of Meeting	26 February 2019
Status (ratified/draft)	Ratified
CCG Representatives	See minutes

Summary of key issues discussed:

Mental Health Expenditure – Head of Finance presented the Mental Health tracker detailing the expenditure relating to Lancashire Care FT in 18/19.

QiPP Dashboard –Senior Planning Manager provided Committee with an updated QiPP position for Month 10 showing an anticipated £2.6m shortfall against the overall target. This underdelivery has been reported to NHS England. Discussion took place regarding the use of the Challenge sessions and the Task & Finish groups in 2019/20 to achieve best outcomes.

Financial Position – Head of Finance presented the monthly position showing the CCG had met its financial duties. Running costs were £358k underspent. The high level report across the Fylde Coast presented similar themes across the two CCGs around acute activity. The key risks, mitigations and recommendations were noted.

Plan submission – Head of Finance advised that a Fylde Coast planning group were meeting to co-ordinate discussions between all partners with core principles being agreed.

Terms of Reference – Chief Finance Officer discussed the revised Terms of Reference for Committee and that amendments would be incorporated into the final version for approval.

Financial Commitments –Head of Finance presented 2 commitments made totalling £81k relating to access for shoulder scans and ECG.

Focus on Running Costs – Head of Finance presented CCG expenditure in this area.

Contract Performance and Sanctions Report – Head of Finance presented this noting the overall increase in GP secondary care referrals and the overperformance at Spire Fylde Coast.

Quality Impact Assessments – Head of Governance advised that these will be required for the associated work of the Task & Finish groups.

Issues requiring action:

Details:	By whom:	Timescale:

Recommendation

The Governing Body is asked to review and note the contents of the minutes.

Andrew Harrison
Chief Finance Officer
Acting Chair – Finance and Performance Committee

**Minutes of the Finance and Performance Committee meeting
held on Tuesday 26 February 2019, 15:00 hrs – 17:00 hrs, Boardroom, Wesham**

Present: Andrew Harrison Chief Finance Officer (Chair)
Peter Benett GP and Elected Clinical Lead
Claire Lewis Acting Executive for Governance, Patient Safety and Risk
Tom Marland GP and Elected Clinical Lead

In Attendance: Sonya Thompson Senior Delivery and Planning Manager (part)
Judith Williams Head of Finance
Julie Pennington Minutes

No	Item
A) Items of routine business	
1	Apologies for absence: P Tinson, N Marland.
2	Confirmation of attendees, Committee powers of approval and meeting quoracy It was agreed that the meeting was quorate.
3	Declarations of Interest None declared.
4	Any other matters of urgent business None.
5	Minutes of the meeting held on 29 January 2019 The committee reviewed the minutes and agreed that they were an accurate record.
6	Matters arising not on the agenda Item 6.1 on the February agenda: This item relates to Number 2 on the action sheet: <i>J Williams to arrange for an assessment in relation to mental health commissioning to be undertaken and report back at a future F&P Committee meeting.</i> J Williams provided the Committee with a copy of the Fylde and Wyre CCG 2018/19 mental health tracker which provided detailed information in relation to mental health services including recurrent and CQUIN figures. The Committee noted that the data within the report excluded the recent GP practices Boundary changes.
7	Action Sheet Action No 1: Deferred to the March meeting. J Lonsdale to be reminded to provide an update. Action No 5: L Cousins to be asked how the '12 Days of Information Governance' campaign might be re-run. The action sheet was noted and updated accordingly.
8	Agenda Item 12: QIPP Dashboard <i>(for discussion)</i> was brought forward to this point in the meeting S Thompson presented the QIPP dashboard for February 2019 and advised that the forecast position for 2018-19 was £8.7m against a target of £10.8m following mitigation from month 10 uncommitted reserves and underspends. The forecast for referral and resource management was slightly improved. £3.2m (26%) of the QIPP plan had been removed from budgets. S Thompson advised that transformation units were currently looking at schemes as identified by the EuR Group.

The Committee were advised that a Check and Challenge session would be held on Friday 8 March. In response to a query, S Thompson commented that distinct processes of the Check and Challenge session were not yet clear and the directive and purpose of Joint Task and Finish Groups, that would be looking at different areas, was yet to be agreed. Those present agreed with T Marland's comments that workstreams would need to have full responsibility and during 2019-20 there should be alignment with accountability clearly linked between any Task and Finish Group.

S Thompson left the meeting at this point.

B) Items for approval

Agenda numbering was edited from this point onwards to allow for the brought forward item (8 above)

9 9.1 Financial Position Month 10

The current financial position (month 10) was presented by the Head of Finance and it was noted that the year-to-date financial performance had met the planned financial duties. It was noted that the running costs expenditure year to date for FW CCG was £358k underspent.

The Month 10 report also provided data relating to Blackpool CCG. Net risk of £0.97m (mitigated) was made up of Blackpool CCG £1m (positive), and Fylde and Wyre CCG £0.03m (negative). QiPP year to date was £15.2m with a year to date actual figure of £11.5m.

The high level report across the Fylde Coast presented similar themes across the two CCGs around acute activity. The key risks, mitigations and recommendations were noted.

T Marland commented that there were currently lots of meetings being cancelled, for example, as focus had been elsewhere as opposed to focussing on QiPP. He felt focus should be on QiPP as soon as possible in order to get the scheme up and running. He stressed that Task and Finish Groups should not be working in isolation or on one CCG basis.

The statement of financial position as at 31 January 2019 was reviewed and noted by the Committee.

RESOLVED:

That the Committee acknowledged the financial position at Month 10 and noted that QiPP was not at the required level. The Forecast out turn was in line with plan and allocation was in line with plan. The key risks, including sustainability of financial position in 2018-19 were noted as was the Statement of Financial position as at 31 January 2019. All recommendations within the report were approved for Governing Body approval.

9.2 Draft submission of Plan for 2019-20

J Williams advised that a Fylde Coast planning group were meeting to co-ordinate discussions between all partners with core principles being agreed

Discussion took place on 2019-20 Asks and Pressures, and concern was raised around the fact that contentious areas were not yet known. The Committee recognised there would be differential and that this would need to be addressed before March F&P Committee meeting.

9.3 Terms of Reference (ToR) for proposed Joint F&P Committee

A Harrison advised that following comments and suggested amends to the ToRs that were made at the January F&P Committee meeting he had met with D Edmundson (Lay member at Blackpool CCG) to further discuss these ToRs. A Harrison commented that the draft ToRs would be updated accordingly and would be shared with all Committee members in

	due course.
C) Decisions made by other committees/officers	
10	<p>Financial decisions from other committees The Committee noted and supported two financial decisions from the Senior Management Team relating to:</p> <p>i) GP direct access to MRI scanning, (Value for Money – Deflection of secondary care activity for shoulder scans) with an attached amount of %56.7k.</p> <p>ii) ECGs at Fleetwood Urgent Care Centre, (Value for Money – Service analysed as providing good outcomes in BCCG) with an attached amount of £25.1k</p> <p>RESOLVED That the Committee note the content of the report and commitments and agreed to the two requests as detailed above.</p>
D) Items for discussion	
11	<p>Annual Work Programme/Focus On: Running Costs J Williams presented the comparison of running costs from 2016-17, 2017-18 and the forecast for 2018-19. The data reflected areas of work that have been charged to a running cost as opposed to recharged to a programme. A Harrison commented that the CCG needed to recharge clinical lead time to programme, and that processes would need to be managed into 2020-21.</p>
12	<p>Contract Performance and Sanctions Report In the absence of the Head of Delivery and Planning, J Williams presented the contract performance and the application of contract sanctions at month 09.</p> <p>It was noted that GP referrals year to date to all secondary care providers had increased by 8.9% (2,790) compared to the same period in 2017-18.</p> <p>Of particular note was Spire Fylde Coast Hospital's over-performance against the planned contract value by £3.389k (+40.2%), representing an increase compared to the previous month. GP referrals had all increased by 9 (3.8%), a total of 379 (13.6%) year to date. However, it was noted that the level of over-performance for this provider was showing a decreasing trend.</p>
E) Items for Information	
13	<p>Quality Improvement Board (QIB) update C Lewis advised that from March 2019 she would be attending QIB meetings with D Bonson and would provide verbal reports at future F&P Committee meetings. There was nothing further to report at this time.</p> <p>At this point in the meeting C Lewis reported that she, and a number of CCG colleagues, had attended a two day NHS Inspection (NHSI) clinical service review at Blackpool Teaching Hospitals. NHSI would be producing a report for the Trust and it was anticipated that the Trust would share the report with Commissioners.</p>
14	<p>Working hours information security spot check The report circulated with the agenda was for information only; it supplied information following a spot check inspection by the Information Governance Officer in January 2019 of the open plan office, first floor, Wesham. The significant finding was that some desks contained piles of paperwork; A Harrison</p>

	commented that he would ensure a message is relayed to all staff requesting paperwork be locked away when not in use, particularly if such information included commercially sensitive data or personally identifiable data.
F) Items for referral to other committees/groups	
15	Items to be referred to Audit Committee Nil to report.
16	Items to be noted from or to Quality Improvement, Governance and Engagement Committee (QIG&EC) Although nil to report direct to the QIG & E Committee, C Lewis asked that the F&P Committee be mindful that when QIPP Task and Finish Groups are set up a Quality Impact Assessment (QIA) would be required and that such QIAs would need to be presented prior to the Groups meeting. At this stage in the meeting, T Marland commented on the two financial decisions from other Committees that had been raised and discussed earlier in the meeting, (Item 10 in these minutes refers); he felt that monitoring of the MRIs and ECGs was essential to ensure the two services provided value for money. The Committee agreed with T Marland and J Williams was asked to obtain clarification whether the F&P Committee or the Clinical Commissioning Committee would look at the impact assessment and test longevity of revised investment.
G) Minutes of other meetings – for information only	
17	FWCCG Contract Performance and Quality Sub-Group meeting The minutes from the January 2019 meeting were noted.
18	BTH FT Contract Review Board meeting No minutes available for submission.
19	LTH FT Contract Review meeting No minutes available for submission.
20	Lancashire Contracts Consortium meeting The draft minutes from the November 2018 meeting were noted.
21	Spire Contract meeting The minutes from the January 2019 meeting were noted.
22	Lancashire Care Foundation Trust Contract Management Executive – Mental Health No minutes available for submission.
23	Any Other Business 23.1 Continuing Health Care (CHC) / Individual Funding Requests (IFR) C Lewis commented that CHC and IFR now came under her portfolio and she was mindful that, in the past, quarterly reports relating to these services had been submitted to the F&P Committee, however, she remarked that she was unsure exactly which reports the F&P Committee needed sight of going forward. J Williams agreed to obtain the information and notify C Lewis accordingly.
24	Date and time of next meeting The first Joint CCG meeting of the F&P Committees will take place on Tuesday 26 March 2019, commencing at 3.00 pm in the Boardroom at FW CCG Offices, Wesham.