

Finance Committees in-Common Meeting
03 February 2022, 09.00-10.45
Minutes

BOB CCGs

Members			
Name	Role and Organisation		Attendance
Dr James Kent	Accountable Officer	JK	Apologies
Others: (Standing Invitees or in attendance)			
Angela Ewins	Interim PA to CFO and Executive Office Support – BWCCG (Meeting Secretary)	AE	Present

Buckinghamshire CCG

Members			
Name	Role and Organisation		Attendance
Tony Dixon	Lay Member / Chair of Finance Committee	TD	Present
Kate Holmes	Interim Chief Finance Officer	KH	Present
Robert Majilton	Deputy Chief Officer	RM	Apologies
Robert Parkes	Lay Vice Chair / Chair of Audit Committee	RP	Present
Alan Cadman	Deputy Chief Finance Officer	AC	Present

Oxfordshire CCG

Members – voting			
Name	Role and Organisation		Attendance
Gareth Kenworthy	Director of Finance	GK	Present
Duncan Smith	Lay Member, Chair, Convenor of meeting	DS	Present
Ed Capo-Bianco	Urgent Care Portfolio Clinical Director	EC	Present
Diane Hedges	Deputy Chief Executive	DH	Present

Members – standing invitees			
Name	Role and Organisation		Attendance
Jenny Simpson	Deputy Director of Finance	JS	Apologies

Berkshire West CCG

Members – voting			
Name	Role and Organisation		Attendance
Dr Abid Irfan	CCG Chair and GP Clinical Lead (Newbury & District)	AI	Apologies
Geoffrey Braham	Lay Member, Governance	GB	Present
Edward Haxton	Interim Chief Finance Officer, Chair	EH	Present
Dr Raju Reddy	Secondary Care Consultant	RR	Present

Members – standing invitees			
Name	Role and Organisation		Attendance
Saby Chetcuti	Lay Member, Governance	SCh	
Dr Kajal Patel	GP Locality Lead (Reading)	KP	

Standing Agenda Items		Action
1.	<p>Welcome and introductions, Apologies for Absence</p> <p>The Convenor welcomed attendees to the meeting and noted apologies from James Kent, Abid Irfan, Robert Majilton, Jenny Simpson</p>	
2.	<p>Declarations of Interest</p> <p>DS (Convenor) reminded Committee members of their obligation to declare any interest they may have on any issue arising at Finance Committee in Common meetings that might conflict with the business of Buckinghamshire, Oxfordshire, or Berkshire West CCGs.</p> <p>There were no declarations of interest pertaining to items on the agenda.</p>	
3.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the meeting held on 02 December 2021 were approved as an accurate record of the meeting.</p>	
3.1	<p>Action Log</p> <p>BOB 21.54: DoFs to update financial risks and bring revised registers to November meeting. Update: Timetable by end of month and risks updated.</p> <p>BOB 21.62: RK to check with Catherine Mountford about the timing of the review of the Committee's terms of reference. Update: HFMA have developed a generic finance committee terms of reference template that ICBs can use and the finance workstream will be picking this up.. Action closed.</p> <p>BOB 21.65: DoFs/Nicky Lloyd to present ICS Sustainability Programme paper at the next meeting. On agenda.</p>	
3.2	<p>Committees Workplan</p> <p>The scheduled March finance committee meeting on 17 March may be too early for the 2022/23 financial plan to be presented as the national submission date is later. The final draft would be presented at the April meeting.</p>	
Operational Performance		
4.	<p>Finance Reports M09</p> <p>The CCGs had submitted formal reports this month. Each Deputy Director of Finance gave a verbal update of key points.</p> <p>4.1 BCCG: AC reported that BCCG is forecasting an outturn position in line with their submitted plan and the pressures, and mitigations remained the same as in previous months. KH is working with ICS to utilise financial headroom to enable clearance of brought forward deficit, so that this is not carried over to ICB. KH commented that the potential impact of some brought forward balances were being worked through at a system level.</p> <p>The BCCG Finance Committee noted the Month 09 Finance Report.</p>	

	<p>4.2 COOG: GK reported that the CCG continues to forecast a £1.0m deficit outturn, but that it is expected that this could be fully mitigated by year end. GK commented that the report also includes the historic surplus being brought forward.</p> <p>The OCCG Finance Committee noted the Month 09 Finance Report.</p> <p>4.3 BWCCG: The CCG continues to report an in year break-even position, in line with plan. Overspends in prescribing and CHC are offset by underspends in the independent sector and slippage on investments. Deferred income could cause some issues with accounting at the year end, but this are being discussed with providers to try and manage and minimise the level of deferred income.</p> <p>The BWCCG Finance Committee noted the Month 09 Finance Report.</p>	
5.	<p>Financial Plan - including pooled budget 2022/23</p> <p>GK referred to the paper and highlighted the following key points:</p> <ul style="list-style-type: none"> • National financial framework for next year and impact and implications - The framework steps back to pre-pandemic approach to planning with the overall duty to financial break-even. • C£44.)m underlying deficit taken into 2022/23. • GK highlighted the bridge chart on page 4 of the report - The chart summarises the overall position for the system, but members were reminded that these are very early numbers and that system partners are working through the detail. Based on these figures, the system was looking at c£199.0m financial gap to close, assuming £50.0m new investment. • Main assumption at the moment is that the funding available leads to a flat cash position for each organisation, with any investment requiring a cash releasing efficiency saving to offset. <p>There had been a CEO workshop to discuss the financial framework and implications for next year, including a 'flat cash' planning approach.</p> <p>After discussion, the committees agreed to include the Financial Plan update, including pooled budgets on the next meeting agenda.</p>	
6.	<p>Risk Register</p> <p>Report noted.</p>	
7.	<p>ICS Sustainability Programme</p> <p>There was no material change to the position reported to the last meeting.</p> <p>Action 21.65: DoFs/Nicky Lloyd to present ICS Sustainability Programme paper at the next meeting. This item will remain open on the action tracker and be a standing item on finance committee agendas, see committee Workplan.</p>	DoFs

8.	<p>Hospital Discharge Programme monthly updates</p> <p>The Finance Committees noted the Hospital Discharge Programme update papers covering the three CCGs.</p>	
<p>Decisions made under Delegated Limits to be noted</p>		
9.	<p>9.1 Bracknell Urgent Care Centre: Paper taken as read. – There were no additional comments and BWCCG members supported the recommendation to enter into contract and approved the £147,417 investment.</p> <p>9.2 POD Delegation: GK gave brief update on the paper around documenting that a financial due diligence exercise had been completed to support the decision to start the delegation for commissioning dental, general ophthalmic and pharmaceutical services from the 1 July 2022. The decision to support the earlier timetable, partly protected the infrastructure in place to manage the commissioning of these services, which would be hosted by NHS Surry Heartlands ICB. The due diligence baseline review against actual reported spend, suggested there was c4% (£5.0m) financial headroom on a £125m budget to manage inflationary pressures or any other unforeseen cost pressures. DS asked the committees to affirm that they were still happy to support the transfer of the commissioning these services to the ICB.. The recommendation was supported but the committees noted there was further work to be undertaken on quantifying financial risks in relation to inflation, CRES delivery, contract prices as the budget is set.</p> <p>9.3 Elective Activity Payments: EH presented the paper, which covered four organisations, BCCG, BWCCG, BHT and RBHT. Members supported the recommendation to address the anomaly caused by accounting for the EAP activity performance at system level, which left some organisations that delivered their targeted level of performance but would not receive the full level of funding. The committees noted £5,5m was available and approved the £4.4m to be distributed based on outturn projection.</p> <p>9.4 Digital First Funding Review: The committees received a paper that set out a range of governance issues arising from a review of the ICS Digital First Primary Care Programme, together with recommendations to address the leadership, programme management, capacity and the fact that the linkages between the programme and the three CCG primary care strategies were not clear. The committees noted that there was a risk that the funding available for this programme could be clawed back by NHSE/I and EC expressed disappointment that the benefits for primary care were being delayed.</p> <p>DS expressed concern that the governance and delivery issues had not been picked up earlier by the ICs and escalated. DS recommended that the governance issues should be reviewed by the audit committees meeting in common and further assurances received on the action as outline including the delivery of a formal Programme Initiation Document (PrID). The committees supported this recommendation.</p> <p>Action 21.66: DS recommended that the governance issues should be reviewed by the audit committees meeting in common and further assurances received on the action as outline including the delivery of a formal Programme Initiation Document (PrID).</p>	

	<p>9.5 Lacehill OBC Financials: KH took committee members through the OBC financial case and answered the questions arising, including providing assurances on the level of primary care funding available to meet this investment requirement. KH confirmed that once the full business case was completed, it will be circulated to committee members for information. BCCG members supported the recommendation to invest £407,110 from revenue funding and the submission to NHSE/I of the £5.2m OBC.</p> <p>DS drew members attention to the fact that in Oxfordshire, there was no remaining financial headroom to meet the revenue implications of new investment in the primary care estate and business cases would have to be prioritised alongside the wider requirements for service investment.</p>	
10.	<p>Decisions made under Delegated Limits to be noted: No papers were circulated.</p>	
11.	<p>Papers circulated between meetings</p> <p>11.1 Discharge support funding: The paper was supported and approved.</p>	
12.	<p>Discussions and Decisions Reportable to the Governing Bodies</p> <p>Financial plan – After discussion, it was agreed that a short paper should be submitted for information to the next meeting on the 3 March 2022.</p>	GK
13.	<p>Any Other Business</p> <p>There being no other business, the meeting closed at 10.45.</p>	
14.	<p>Date of Next Meeting 03 March 2022</p>	