

Finance and Contracting Working Group

Wednesday 21st October 2015, 12:30pm – 14:00pm, Meeting Room 6.1
120 The Broadway, Wimbledon, London, SW19 1RH

MINUTES

Members in attendance

Name	Organisation	Designation
Mike Sexton (Co-Chair)	SWL Primary Care Finance	Chief Finance Officer, Croydon CCG
William Cunningham Davis	NHS England	Head of Primary Care (South London)
Toyin Akinyemi	NHS England	Primary Care Finance Lead
Richard Jeffery	NHS England	Director of Financial Management
Faiza Waheed	Merton CCG	Head of Finance and Business
Amelie Bages	2020 Delivery SWL Collaborative Commissioning	Finance Analyst
Tom Breeze	2020 Delivery SWL Collaborative Commissioning	Finance Analyst

Attendees

Name	Organisation	Designation
Geoffrey Price	Sutton CCG	Chief Finance Officer
Jennifer Sinnott	Kingston CCG	Head of Finance
David Marshman	Wandsworth CCG	Finance Manager
Liam Bayly	Richmond CCG	Head of Finance
Julie Freeman	London Wide LMCs	Director of Primary Care Strategy
Paul Brown	Baker Tilly	Partner

SWL Collaborative Programme Team

Name	Organisation	Designation
Joanne Devlin	South West London Collaborative Commissioning	Interim AD Primary Care and Out of Hospital
Gurvinder Chana	South West London Collaborative Commissioning	Governance Lead
Emmanuel Oluyinka	South West London Collaborative Commissioning	Project Support Officer

Apologies

Name	Organisation	Designation
David Sturgeon	NHS England	Director of Primary Care (South London)
Mick Lucas	NHS England	Senior Finance Manager
Cynthia Cardozo	Merton CCG	Chief Finance Officer

Item	Title	Action
1	Declarations of Interest – Mike Sexton	
	No new declarations of interest were received.	
2	Welcome, Introductions and Apologies – Mike Sexton	
	The Chair welcomed the attendees and noted the apologies.	
FINANCE		
3	Minutes of the last meeting held on 25.08.2015 (for APPROVAL) – All	
	The minutes of the last meeting held on 25.08.2015 were APPROVED as an accurate record of the meeting.	
4	Matters Arising / Action Log – Mike Sexton	
	The action log was reviewed: <ul style="list-style-type: none"> • Terms of Reference – agenda item • Page 2; item 2.6 – the QIPP table has been incorporated into the finance report – completed. • Page 3 – 14/15 data sharing work has progressed • Page 4, item 3.2.5 has been overtaken by the due diligence timetable 	
5	Terms of Reference (for APPROVAL) - ALL	
	The amended Terms of Reference with the incorporated contracting elements were APPROVED by the working group.	
6	Membership (for APPROVAL) - All	
	The membership was APPROVED with the recommendation of a South West London Head of Primary Care representative from each CCG added onto the membership list for the contractual agenda of this working group.	Gurvinder Chana
7	NHS Month 6 Financial Report – Toyin Akinyemi	
	<p>Toyin presented the month 6 report:</p> <ul style="list-style-type: none"> • It was noted that the overall position for South West London Primary Medical services is showing an overspend of £652k against issued budgets for year to 6 months ending 30th September. • Overspend is largely due to unachieved planned QIPP savings • The year to date position comprises net overspends after QIPP on PMS £268k, GMS £231k and APMS £61k • Individual breakdowns for each CCG were referred to in the report but not discussed in detail. • Based on month 6 results, the medical services budget is forecast to be £1.6m (0.8%) overspent. It was noted that there is a risk that the overspend on medical services may increase. • An improvement has been seen on the year to date position, as mitigating actions have been put in place by management; these include the release of 2014/15 accruals and reservation of the uncommitted balance of the 1% non – recurrent headroom. <p>Mike Sexton said that the recurrent position is important information to each CCG; however the summary sheet of the financial report does not make it clear what the recurrent position is. Richard Jeffery explained that there has been pressure on the</p>	

	<p>list.</p> <ul style="list-style-type: none"> Financial proforma for delegation <p>These have been pre populated for CCGs by the 2020 delivery team; however it was noted that some fields on the table were not clear on exactly what level of financial information was needed and this is being reviewed in the CCGs Heads of Finance meetings.</p> <p>MS made it clear that any assumption on shifting resources from acute to primary care would need to come from the commissioner assumptions where they exist.</p> <p>Clarification on whether the pro forma is (i) for all CCGs to complete in respect of the QIPP challenge, or (ii) just those applying for full delegation, will also be sought from NHSE on the call booked in with Mike and Graham for Friday 23rd October 2015.</p>	<p>HoF</p> <p>MS</p>
9	Update on Due Diligence Engagement – Mike Sexton	
	An update was provided as part of item 8.	
CONTRACTING		
10	Contractual variations in South West London – William Cunningham-Davis	
	<p>William Cunningham-Davis presented the paper.</p> <p>It was highlighted that more detailed papers have been produced in regards to discussions on issues such as re-procurement and dispersal. These are usually presented to the local primary care committees, and then taken to the Joint Committee for decisions following patient consultation.</p> <p>Mike Sexton asked whether these variations are shared with the Primary Care Leads for each CCG and William confirmed that CCGs receive this information routinely. The paper was NOTED.</p>	
11	Any Other Business - All	
	Amelie circulated a list of questions which were asked to NHS England on the month 5 financial report. Richard and Toyin confirmed that these questions have been received and the answers will be emailed back to Amelie / Tom Breeze and circulated widely with the rest of the membership of this group thereafter.	<p>Richard Jeffery / Toyin Akinyemi / Tom Breeze</p>
	The meeting closed at 14:00pm	

Date and Venue of next meeting

Finance and Contracting Working Group

Date: 24.11.2015

Time: 09:00am – 11:00am

Venue: Room 2.4, 120 The Broadway, Wimbledon, SW19 1RH

APPROVED 24.11.2015