

## Finance and Contracting Working Group

Tuesday 24<sup>th</sup> November 2015, 09:00am – 11:00am, Meeting Room 2.4  
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)
Faiza Waheed	Merton CCG	Head of Finance and Business
Richard Jeffery	NHS England	Director of Financial Management
Mick Lucas	NHS England	Senior Finance Manager
Tom Breeze (arrived at 10:15am)	2020 Delivery SWL Collaborative Commissioning	Finance Analyst

#### Attendees

Name	Organisation	Designation
Geoffrey Price	Sutton CCG	Chief Finance Officer
David Marshman	Wandsworth CCG	Finance Manager
Liam Bayly	Richmond CCG	Head of Finance
Yarlini Roberts	Kingston CCG	
Omid Gilanshah	NHS England	Assistant Head for Primary Care Commissioning
Julie Freeman	London Wide LMCs	Director of Primary Care Strategy
Steve Uttley	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
Nora Simon	NHS England	Assistant Head Primary Care Commissioning
Toyin Akinyemi	NHS England	Primary Care Finance Lead

Item	Title	Action
1	<b>Declarations of Interest</b> – Mike Sexton	
	No new declarations of interest were received.	
2	<b>Welcome, Introductions and Apologies</b> – Mike Sexton	
	The Chair welcomed the attendees and noted the apologies.	
<b>FINANCE</b>		
3	<b>Minutes of the last meeting held on 21.10.2015 (for APPROVAL)</b> – All	
	The minutes of the last meeting held on 21.10.2015 were APPROVED as an accurate record of the meeting.	
4	<b>Matters Arising / Action Log</b> – Mike Sexton	
	<p>The action log was reviewed:</p> <ul style="list-style-type: none"> <li>• Primary Care Leads should be going to their Primary Care Finance and Contracting Working Group to understand the financial position for their respective CCGs.</li> <li>• Item 7 – action closed</li> <li>• Item 11 – action closed</li> </ul>	
5	<b>Month 7 Primary Care Finance Report</b> – Richard Jeffery	
	<p>Richard Jeffery presented the month 7 finance report:</p> <ul style="list-style-type: none"> <li>• The overall financial position for South West London Primary Medical services is showing an overspend of £1,046k against issued budgets for year to 7 months ending 31<sup>st</sup> October. This includes the release of £981k non-recurrent 2014/15 accruals, slightly less than the month 6 reported figure</li> <li>• The year to date position has slightly worsened</li> <li>• Forecast outturn has stayed the same (£1.6m) – driven by the QIPP shortfall</li> <li>• To date, have identified certain levels of accruals to release back</li> <li>• Individual CCG and summary table have been separated out</li> <li>• Page 3 shows what individual CCG weighted lists are in the form of a capitation report</li> <li>• The capitation report shows a growth of <b>0.8%</b> year to 1<sup>st</sup> October 2015 (quarter 3). Demographic growth has been funded at 1.3% in 2015/16 financial plan</li> <li>• QIPP – All CCGs in London were all written to by NHS England regarding the QIPP position for 2015/16 and the joint response from Andrew Bland has been noted. In line with the response, NHS England will do all it can working across Primary Care to mitigate the QIPP shortfall and meet any further pressures. Whilst this will largely involve non-recurrent actions, there will be some further recurrent benefits from 2015/16 schemes and the rate reviews.</li> <li>• CHP seem to be struggling to land charges to the practices</li> </ul>	

	<ul style="list-style-type: none"> <li>• Other budgets within Primary Care to be viewed for opportunity to mitigate the medical services QIPP</li> <li>• Possibility that there will be a gap – NHSE might look to CCGs for assistance - gap currently is at £3m but is manageable</li> <li>• Risk – recurrent shortfall in terms of budget setting for next year</li> <li>• A date has been confirmed for the Primary Care Technical Group – this group will look at any issues arising when budget setting</li> <li>• No significant changes to the formula of the primary care next year</li> </ul> <p>Yarlina Roberts presented the question of whether there are any cost pressures that have not been identified which may have a recurrent impact on CCGs next year.</p> <p>Richard Jeffery indicated things will be coming through this year and there will be potential pressures with demographics changing through the years especially with CHP and NHS Property Services – there could be a potential risk due to a backlog in rent reviews.</p> <p>This year the budgets are being reported on an individual CCG basis; therefore the accruals will also be reported on an individual CCG basis.</p> <p>Yarlina asked about clarification around QOF elements and if there been a trajectory of improvement and if so, is this being monitored.</p> <p>William specified that QOF has changed year on year; therefore it is mainly what comes out of the clinical systems. In addition, Richard highlighted that the budgets are set on previous delivery.</p> <p>Geoff Price highlighted the need to know which premises developments have been approved.</p> <p><b>Action: NHSE will circulate the schemes information to all CCGs for information – including a narrative of what the difference is between PID and IG.</b></p> <p><b>Action: Richard Jeffery to share PCIF schemes spread sheet with RSM</b></p> <p>The Finance Report was NOTED and overall based on month 7 results, the forecast outturn has remained the same as last month due to mitigation actions put in place by management such as the release of 2014/15 accruals and reservation of the uncommitted balance of the 1% non-recurrent headroom.</p>	<p align="right">William Cunningham Davis / Omid Gilanshah</p> <p align="right">Richard Jeffery</p>
6	<p><b>PMS Review; Timelines and Financial Data – NHS England / Mike Sexton</b></p>	
	<p>Mike Sexton referred to the PMS paper which was presented to the Joint Committee on 12<sup>th</sup> November.</p> <p><b>Action: GC to circulate this paper with CFOs and Heads of Finance.</b></p> <p>William Cunningham Davis updated the group that the plans going forward following the Joint Committee, are to set up meetings in each of the CCGs to go through the specifications and financials in terms of what practices are been asked to deliver on.</p> <p>Julie freeman highlighted her concerns around the short turnaround timeframe in providing feedback around the PMS papers. She confirmed that she has responded on behalf of London wide LMCs.</p>	<p align="right">Gurvinder Chana</p>

	<p>William explained that every CCG should get a financial data spread sheet – GMS and PMS and the expectation around money is to try and redefine what the PMS premium is and what it is being currently delivered and how it can be used to deliver the London wide specifications. There are three schemes – access, online bookings / technologies and additional capacity.</p> <p>Mike Sexton asked the question of whether levelling up GMS to a degree is a financial risk. Richard indicated it is certainly one of the costs and also implementation of what to do with the premium is another as it is not affordable to be able to implement all of the specifications.</p> <p>It was noted that the Primary Care Quality, Prevention and Innovation Working Group are actively doing all the quality work on PMS and the most recent PMS papers will be discussed in greater detail at its next meeting in December 2015.</p>	
<b>7</b>	<b>Delegation – Mike Sexton / RSM</b>	
	<ul style="list-style-type: none"> <li>• Update</li> </ul> <p>It was noted that five out of the six CCGs have submitted their delegation applications to NHS England.</p> <ul style="list-style-type: none"> <li>• Due Diligence Update</li> </ul> <p>A survey was sent out to GPs and practices in South West London, asking about financial issues and contractual issues if any. A 50% response rate has been received and this is very positive and encouraging. It was noted that London wide LMCs supported Merton, Sutton and Wandsworth practices in completing this survey.</p> <p>RSM provided a very detailed run through the questions and responses received, highlighting benefits, risks and opportunities.</p>	
<b>8</b>	<b>London Primary Care Finance Group – NHS England</b>	
	<p>A London Primary Care Finance Group has been established with representatives of all London SPGs to work with NHS England to understand the co-commissioned / delegated pressures and recommend options for budget-setting for 2016/17.</p> <p>The first meeting is scheduled for 4<sup>th</sup> December 2015.</p>	
<b>9</b>	<b>Technical Support to Transforming Primary Care CDG (14/15 expenditure data) – Mike Sexton / 2020</b>	
	<p>The importance of bottling out the recently claimed financial outturn for 14/15 was stressed. There is need to make sure it is separate from due diligence.</p>	
<b>CONTRACTING</b>		
<b>10</b>	<b>Update of Current Contracting Issues – William Cunningham-Davis</b>	
	<p>The following updated were noted:</p> <ul style="list-style-type: none"> <li>• Gosbury Hill Practice – both CCG and NHSE will sit to work through what is coming back from the Board making the decisions.</li> <li>• Woodside Group Practice (Kingston) – will be working with two practices in regards to a contract split and due to be taken to the next Primary Care meeting on 30<sup>th</sup> November.</li> <li>• South Croydon Medical Centre (Croydon) - has issues with CQC and NHSE will be sitting with them to work out a way forward.</li> <li>• Trinity Medical Centre (Wandsworth) - pending on submitting their business</li> </ul>	

	case whilst Shotfield Health Centre have had letters sent out to patients <b>Action: William Cunningham Davis to circulate this updated list with the members of the Finance and Contracting Working Group.</b>	William Cunningham Davis
11	Any Other Business - All	
	None	
	The meeting closed at 11:00am	

**Date and Venue of next meeting**

Finance and Contracting Working Group

Date: Monday 11<sup>th</sup> January 2016

Time: 2:00pm – 4:00pm

Venue: Room 6.1, 120 The Broadway, Wimbledon, SW19 1RH

**APPROVED 11.01.2016**