

Minutes of the Finance and Contracting Committee Meeting held on 5 September 2013 at The Memorial Hall, Potter Hill, Pickering

Present

Professor Alan Maynard (AM)	Chair, Vale of York CCG and Finance and Contracting Committee
Mr Kevin Howells (KH)	Interim Chief Finance Officer
Mr John McEvoy (JM)	Practice Manager Governing Body Member
Dr Guy Porter (GP)	Radiologist, Airedale NHS Foundation Trust – Secondary Care Doctor Member
Mrs Rachel Potts (RP)	Chief Operating Officer

In Attendance

Ms Michèle Saidman (MS)	Executive Assistant
Mr Andrew Wilson (AW)	Interim Deputy Chief Finance Officer
Mr Gareth Winter (GW)	Senior Contract Manager

Apologies

Mr Michael Ash-McMahon	Deputy Chief Finance Officer
Mr Keith Ramsay (KR)	Lay Member and Audit Committee Chair
Dr Mark Hayes (MH)	Chief Clinical Officer

1. Apologies

As noted above.

2. Declaration of Members' Interests in Relation to the Business of the Meeting

None.

3. Minutes of the meeting held 1 August 2013

The minutes of the meeting held on 1 August were agreed.

The Committee:

Approved the minutes of the meeting held on 1 August 2013.

4. Matters Arising

Vale of York/Scarborough Ryedale – Schedule 6 part F Service Development Improvement Plan: GW agreed to provide an update for the next meeting.

Other matters were either ongoing or agenda items.

The Committee:

Noted the matters arising.

5. Finance Position: Month 4

In presenting this item KH noted that the allocation was unchanged and referred to the earlier discussion at the Governing Body meetings relating to emerging pressures. He highlighted the impact of the underfunding of the out of hours service during the budget setting process and advised that work was ongoing through September to analyse all budgets. AW was undertaking a review of all major budgets to ensure they accurately reflected the level of expenditure likely to occur. In addition to the review of budgets MA-M and RP were reviewing QIPP scheme to ensure they would deliver the level of assumed savings. KH additionally noted that he had discussed the position with the Area Team Director of Finance.

MA-M and GW would be reviewing all major provider contracts to ensure they were performing at the level assumed in the financial plan.

KH referred to previous discussion of prescribing pressures and clarification of funding. AW described a similar issue relating to GP IT systems for which responsibility had transferred from NHS England to the CCG. He noted that discussions were ongoing with the Area Team in respect of transfer of associated funding, potentially C£1M, to the CCG; this was a national issue due to the scale of change within the system.

KH also noted expected winter pressures and advised that central funding would be released later in the year. He explained further the work being undertaken through September to clarify CCG funding and analyse associated expectations, assumptions and accrual requirements from both the commissioner and provider perspectives.

The Committee:

Noted the update and ongoing analysis of CCG budgets.

6. Prescribing and GP IT Systems

Discussion of this report was included in item 5 above.

7. Organisational Structure: Finance and Contracting

KH referred to the revised Finance and Contracting Structures noting progress with appointments and the positive effect on the organisation as a result of the new structures.

In regard to the Contracting Team GW noted that the separation from the NHS Scarborough and Ryedale CCG structure required expediting. He additionally noted that interim arrangements had been established pending appointment to the analyst post and that the vacancies on the structure were either out to advertisement or would be advertised imminently following completion of due process.

RP highlighted that the Finance and Contracting Teams had begun to work across departments, notably with the Innovation and Improvement Team.

AM expressed appreciation to the staff in the current Finance and Contracting Teams for their work.

The Committee:

Welcomed the revised Finance and Contracting Organisational Structure.

8. NHS Vale of York CCG Assurance Framework

GW referred to the section of the Risk Register presented, which formed part of the CCG Assurance Framework, highlighting the focus on achieving financial balance and focus on the key areas of QIPP, contractual overtrades and prescribing. This would be presented for consideration at each meeting.

Members confirmed their agreement of the information.

The Committee:

Reviewed and agreed each potential risk and the risk levels described.

9. Contract Performance: York Teaching Hospital NHS Foundation Trust

KH reported that work was ongoing with York Teaching Hospital NHS Foundation Trust to clarify understanding of the contract. A response was awaited to challenges which had been submitted; a meeting would then be arranged to discuss the issues.

GW referred to the recent data access issues advising that Quarter One freeze data was not yet available. Although interim arrangements had been put in place it was not currently possible to confirm and benchmark referrals and coding. Further challenges would be sent in light of any issues identified when this information was available.

GW additionally advised that penalties imposed in regard to the National Standard Contract had been accepted by York Teaching Hospital NHS Foundation Trust with the exception of that relating to clostridium difficile. This was due to the fact that the annual target had not been breached.

KH highlighted the need to understand the contract in regard to the £2M QIPP expectation and system pressures noting the ongoing work to clarify the position by the end of the month. He also referred to the clostridium difficile position which was discussed in the context of the current year and the financial penalty imposed in 2012/13.

The Committee:

Noted the update.

10. Next Meeting

3 October 2013, time to be confirmed.

NHS VALE OF YORK CLINICAL COMMISSIONING GROUP FINANCE AND CONTRACTING COMMITTEE

SCHEDULE OF MATTERS ARISING/DECISIONS TAKEN ON 5 SEPTEMBER 2013 AND CARRIED FORWARD FROM PREVIOUS MEETINGS

Meeting Date	Item	Action Required/Decisions Taken	Responsible Officer/Body	Action Completed/ Due to be Completed by (as applicable)
6 June 2013 1 August 2013 5 September 2013	Vale of York/Scarborough Ryedale – Schedule 6 part F Service Development Improvement Plan	Consideration to be given to establishment of measurable standards against which associated payment would be made if achieved.	Executive Team	Due 4 July meeting By email before 5 September 2013 meeting 3 October meeting
1 August 2013	Draft Dashboard	Confirmation to be sought that voluntary sector contracts had been extended to the end of the financial year.	MH	5 September 2013 meeting