

Strategic Finance Committee

Minutes of the meeting held on Thursday 19th April 2018, 2:30-4:30, Lower Ground Boardroom, South Plaza.

Minutes

Present		
Peter Marriner	Strategic Finance Committee Chair	PM
Sarah Truelove	BNSSG Chief Financial Officer	ST
Apologies		
John Rushforth	Independent Lay Member – Audit, Governance and Risk	
Julia Ross	BNSSG Chief Executive Officer	
Jon Hayes	BNSSG CCG Chair	
Deborah El-Sayed	BNSSG Transformation Director	
Janet Biard	South Gloucestershire CCG Governing Body, Practice Representative	
Mike Vaughton	Deputy Chief Financial Officer	
In attendance		
Claire Thompson	BNSSG Delivery Director	CT
Sarah Carr	BNSSG Corporate Secretary	SC
Steve Rea	BNSSG Associate Director of Programme Delivery	SR
Sabrina Taylor	Executive PA to the Chief Financial Officer (Note taker)	SLT

	Item	Action
02	<p>Declarations of Interest</p> <p>It was noted that the meeting was not quorate. Peter Marriner, as Chair of the Committee would consider all decisions required in line with Section 4.4.10 c of the BNSSG Constitution. All urgent decisions would be formally reported and ratified at the next SFC in line with Section 4.4.10 d of the BNSSG Constitution.</p>	
03	<p>Minutes</p> <p>ST – Draft report, will be distributed at the May meeting not the April.</p> <p>Action Log</p> <p>The action log was reviewed and updated.</p>	
04	<p>Terms of Reference</p> <p>SC attended and highlighted the amendments were made following a review agreed at the last meeting. The amended document was agreed and is to be put to the Governing Body for approval.</p> <p>Jeanette George was commended for her work on the item.</p>	
05	<p>Month 12 Financial Report</p>	

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	<p>ST highlighted that at year end BNSSG CCGs had delivered a £28million deficit. This was in line with the £35million deficit forecast previously reported but had been adjusted for Category M drugs and the release of the 0.5% headroom.</p> <p>ST advised that all 3 CCGs had delivered their running costs within their running cost allocation and had complied with their cashbook requirements to have less than £250,000 cash in their bank accounts at year end.</p> <p>PM commended all the Finance Team and the wider organisation for all their work on Year End Reports and Accounts and the in-year delivery.</p>	
06	<p>Update on 2018-19;</p> <ul style="list-style-type: none"> - Contracts ST advised that the overall financial positions within all contracts have been agreed as of the 19th April 2018. Work now continues to finalise all remaining schedules and reach contract signature. - Saving Plans SR highlighted BNSSG CCG needs to deliver £37m of savings in 2018/19 to meet the requirements of the financial plan and the £10m deficit Control Total. Since the March meeting of the Committee, Control Centres have been continuing to develop their Plans. In addition a financial risk assessment has now been completed by finance and PMO colleagues. 	
07	<p>Month 12 Review of System Financial Recovery Plan including Urgent Care:</p> <p>Highlights of the report:</p> <p>SR first summarised the 2017/18 savings position which is approximately £40m however noted a final figure will not be given until all month 12 SLAM and prescribing data is received in the coming months. A final update will then be provided to the Committee. SR noted the significant level of savings delivery in 2017/18 and PM acknowledged this is an achievement and staff should be thanked for their efforts.</p> <p>SR then presented key updates to developing and delivering the 2018/19 savings plans that have taken place since the last Committee. A notable development is the completion of a risk assessment against all plans. Whilst the plan totals the required £37m, there is approximately £12m of risk and the PMO are undertaking a series of actions to reduce this risk – with the first action being identifying, at project level, the actions that need to be taken to move a project’s RAG rating from red to amber to green. Following highlights from the report the following Questions arose:</p>	

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	<p>PM queried whether providers notify the CCG when they are making applications for national funds. ST confirmed that as much as possible this coordination is carried out by the STP at system level.</p> <p>On behalf of John Rushforth PM queried why the urgent care planned savings were at a level commensurate with the level of expenditure . CT explained the CCG’s expenditure is significant in this area and there is a focus on developing transformational savings across the system however also noted that many of the solutions to urgent care challenges are reflected in work undertaken within other Control Centres, such as Primary and Community Care.PM queried what actions BNSSG is taking with regard to Gluten Free Prescribing.</p> <p>SR updated that work has been completed in 2017 and a new policy has been implemented for North Somerset and South Gloucestershire. Recently a public consultation has just been completed for Bristol patients which will be evaluated and submitted to Commissioning Exec and Governing Body for decision in the coming weeks.</p> <p>SR advised that further work is underway on potential savings projects and the Risk Ratings on currently reported projects. The results will be reported to a future SFC Meeting.</p>	
08	<p>IUC An urgent decision was required to be made by the SFC at the 19th of April meeting relating to the formal award of the Integrated Urgent Care contract. This was in in line with the CCG Governing Body requirements seeking additional financial assurance prior to Contract Award. The Contract Award was required to be communicated to the successful bidder on 20th of April to take into account the mandatory standstill period ending 30th April 2018 prior to official award at the Governing Body meeting on the 1st of May 2018.</p> <p>An agreement in principle had been received from John Rushworth (Lay Member – Audit and Governance) prior to the SFC meeting of the 19th of April. An immediate urgent decision was made by Peter Marriner as Chair of SFC under section 4.4.10 c of the BNSSG Constitution, to recommend the IUC Contract Award. The Contract Award will be received by the Governing Body at its next meeting on the 1st of May. This urgent decision made under section 4.4.10 c will be formally reported and ratified under Section 4.4.10 d of the BNSSG Constitution at the next SFC and Governing Body meetings.</p>	
09	<p>AOB Cyber security – Assurance guidance circulated from NHSE and this has been sent to providers.</p>	

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10	<p>Key Messages for GB</p> <ul style="list-style-type: none"> • Year end results are in line with those expected • TOR have been amended • Contracts have all been agreed and due for signatures • Savings Plans – The CCG has developed a savings plan that achieves the £37m required to meet the Control Total however risk assessment has identified current risk to delivery of approximately £12m. The Committee are satisfied that appropriate actions are being undertaken to identify mitigations. • Additional financial assurance, as requested by Governing Body, has been given with regard to the IUC procurement and therefore contract award should be made. 	