

**MINUTES OF THE FINANCE & PERFORMANCE MEETING
HELD ON WEDNESDAY 18th MAY 2016 AT 10.00 AM
AT MEETING ROOM, KING'S COURT, CHAPEL STREET, KING'S LYNN**

Present:	Chair	Rob Bennett	(RB)	Lay Member (Finance) (Chair)
		Dr Sue Crossman	(SC)	Chief Officer
		Dr Ian Mack	(IM)	WNCCG Chair
		Melvin Peveritt	(MP)	Vida Healthcare
		Chris Humphries	(CH)	Director of Operations
		Chris Randall	(CR)	Chief Financial Officer
		Rev Hilary De Lyon	(HDL)	Lay member Audit & Deputy Chair
	Attendees	Philip Riedlinger	(PR)	Interim Project Support Officer (For Item 9.1)
		Cathy Hudson	(CaH)	Admin Support (Minutes)

ACTION**1 APOLOGIES**

Apologies have been received from Emma Kriehn-Morris (EKM).

2 NEW DECLARATIONS OF INTEREST

IM asked for it to be recorded that he is no longer a partner at Watlington Medical Centre. He is now a salaried GP at Watlington and will become a salaried GP at Feltwell from June.

3 CONFIRMATION OF ANY PART OF THE AGENDA THAT IS EXEMPT UNDER THE FREEDOM OF INFORMATION ACT

Part of item 9.1 *QIPP Program Update 2016/17* will be exempt under the Freedom of Information Act.

4 MINUTES OF THE PREVIOUS MEETING HELD ON 20th APRIL 2016

Two capitalisation changes to pages 2 and 4 on the main minutes. A slight addition to the wording on of the FOI minutes will be made.

With these amendments, the Committee agreed the minutes of the meeting held on April 20th.

5 ACTION LOG/MATTERS ARISING

- **11/16** – IM has spoken to Emily Arbon. An extract from the Annual Report will be disseminated to practices to promote the positive position and explain the ongoing challenges.
- **12/16** – CH will prepare an update and send round to committee members. Comments will be fed back to CH.
- **13/16** – An acknowledgement has been received. If no more has been received within the next few weeks HDL will chase up.
- **14/16** – The draft annual programme has been seen by the Senior Management Team and they are happy with the content.
- **15/16** – On agenda for today's meeting.

6 DISCHARGE OF STATUTORY DUTIES AND PERFORMANCE AGAINST STRATEGIC AND OPERATIONAL PLANS

- 6.1 Feedback from Annual Assurance Meeting with NHS England:** CR gave the committee an update following the Annual Assurance Meeting with NHS England. The meeting had a focus on finance and A&E performance. Andrew Pike asked for A&E performance to be escalated as an issue.

Co-commissioning was also discussed, with a clear indication of a move towards full commissioning. There was very little discussion about quality issues. The score for planning is currently assured as 'limited' with a likely rating of 'good' taking into account work that has been ongoing with the System Transformation Plan. An effective system of governance will need to be implemented to deal with conflicts of interests that arise with co commissioning discussions.

Following a difficult year for West Norfolk CCG the results given so far are good. This will go through a moderation process before the results are finalised.

The assessment framework used by NHS England is used informally quarterly to check how WNCCG are doing through the year. Informal feedback is also received quarterly from NHS England.

7 FINANCIAL MANAGEMENT AND VALUE FOR MONEY

No items for this months agenda.

8 ANNUAL BUDGET AND MEDIUM TERM PLANS

No items for this months agenda.

9 MONTHLY FINANCIAL PERFORMANCE AND QIPP

- 9.1 QIPP Program Update 2016/17:** PR attended the meeting to present the Best Value 2016/17 Information Pack. The pack includes information on all schemes and their progress. PR has developed a Best Value visual board to help staff track the progress of the schemes in a clear and easy to follow way.

The *Care home Matrons* scheme is currently amber. The next six weeks are key to this scheme as decisions will need to be made to decide the next steps. CH is speaking to providers to look at what is needed to continue some schemes without having consequences on staff. A proposal will come forward for discussion at SMT. Data to show the admissions that have been avoided is difficult to assess so different measures are used to see if an intervention has been effective. Flexibility throughout the year is important if it becomes clear that a scheme is not realising the savings that were expected. The monitoring of the Care home Matron scheme will be critical to the success of the scheme.

Palliative Care Contract scheme is red. A delay in staffing has caused the scheme to slip by a month and caused a loss of savings of £19k for the month of June. Staff at the QEH have had concerns with transfer to the palliative care contract and around the delivery of the service. The committee discussed ongoing issues with palliative care and agreed the scheme should be red at present.

Acute Productivity Metrics scheme is red. Progress has been made with scoping but the PID is yet to be signed off. Savings should be delivered once ratios are agreed.

Prior Approvals and *Referral Management* schemes are red due to a staffing change and a handover phase. Numbers should start to come through over the next few weeks.

Strategic Review of Independent Sector Contracting **** FOI EXEMPT ****

A lot of work has been done over the last month to move forward with a variety of schemes including scoping work on Urology, Arrhythmia assessment and new care home project. It has been identified that there could be opportunity to stretch the prescribing quality scheme savings. There is also potential for growth in both CHC schemes.

The QIPP program as it stands is valued at just under £10m. The pipeline of schemes will increase the chances of meeting the target.

- 9.2 QEH Claims Process:** CR presented his paper on the QEH Claims Process. NEL CSU have been operating an enhanced claims management service on behalf of WNCCG during 2015/16. There has now been an addition of timetables for an escalation process included within the service. Challenges and responses for months 10 and 11 have been issued and the escalation process is currently between Trust Deputy Director of Finance and CSU. The cost of the process and the resources will be looked at.

10 CONTRACTUAL PERFORMANCE INCLUDING CSU

- 10.1 Accident and Emergency, Ambulance Handover Performance Review:** CH updated the committee on the A&E performance and the associated Ambulance Handover Performance. An action plan is required to address both of these issues. The QEH will agree at the start of the year a number of key targets for the year and where the target won't be met then a trajectory. This will be agreed with Monitor and NHS England. These targets are still not agreed and therefore the action plan is yet to be written. This plan will need to be agreed by May 26th. This will then be monitored through the SRG.

Performance has continued to decline, particularly with 8 hour and 12 hour waits. The chief executive of the ambulance trust has written to all acute trusts to inform them he will start to leave patients at the QEH to release the ambulances. There will be more changes within the management team at the QEH. QEH have been asked to list the actions they would require from other agencies to achieve their targets. This will help identify areas of improvement. SRG and the Transformation Board will be involved in monitoring the effectiveness of changes. The action plan will be ready for sharing at the next meeting of the Finance and Performance Committee.

- 10.2 QEH Contract Update:** The QEH contract was signed in principle three weeks ago. The whole document has now been signed. The NCH&C contract has also been signed and the NSFT contract should be signed shortly following resolution of some outstanding issues. Work will now continue on the main independent contracts. The N&N contract is also signed.

- 10.3 CSU Update:** CH tabled a document describing the recommended changes to the staffing structure. Phase one of the changes include strengthening of the finance team and the quality team. WNCCG are working with NELCSU to see whether there should be any changes to the Contracting team arrangements for the future. Both internal and external roles will be advertised as soon as possible to prevent gaps in staffing. These will be filled with interims where necessary.

Some contract management processes are being strengthened. This will enable WNCCG to have direct control in future. The committee will take the staffing changes away and feed back to CH with any comments or suggestions.

CH left the meeting.

11 COMMITTEE GOVERNANCE

- 11.1 Draft Finance and Performance Committee Annual Report to Accountable Officer and Governing Body:** CR presented the Draft Finance and performance Committee annual report for the Accountable Officer and Governing Body.

The meeting felt the report covers the outcomes from the committee well and gives a balanced assessment.

The document contains suggestions for the committee for the coming year.

- Changing focus of the agenda when required – The committee agreed that that it should cover both finance and performance at each meeting with the option of calling special meetings when necessary.

- Looking at Audit Committee responsibilities to ensure no duplication – it was agreed there should be clarity between the two committees to be sure all areas are covered and nothing is duplicated.
- Review annual budgets for agreement by the Governing Body – It was agreed that the financial plans should be scrutinised and approved by the committee prior to submission to the Governing Body in future.
- Seek assurance on the performance of Healthcare Contracts and Service Level Agreements in relation to performance around activity as well as financial performance - This is included with the draft programme for future meetings during 2016/17. **CR will pull together a table showing where we are with contracts so this can be tracked.** CR
- Oversee the performance of the CSU contract – The committee agreed it would benefit from seeing a report on CSU performance. **CR will prepare a dashboard to present the performance data.** CR
- Review against the agreed committee objectives – The group agreed requesting the Governing Body set some objectives for the year outlining their expectations for the year. **CR will prepare a paper for Governing Body.** CR

12 ANY OTHER BUSINESS AND REFLECTION ON MEETING

There were no items of any other business for this meeting. Members were happy with the structure and outcomes from the meeting. RB reminded committee members to have any papers for agenda items prepared in a timely manner (five days before the meeting).

13 DATE OF NEXT MEETING

The next meeting of the Finance and Performance Committee will take place on Wednesday June 15th 2016 at 10am.

There being no further business the meeting closed at 12.35pm