

**NHS West Essex Clinical Commissioning Group  
Finance and Performance Committee Meeting**

**Date: Tuesday 26<sup>th</sup> February 2019**

**Time: 9.30 am – 12.30**

**Location: Boardroom, Spencer Close, St Margarets Hospital, The Plain, Epping, CM16 6TN.**

**Attendees:**

<b>Name</b>	<b>Initials</b>	<b>Role</b>
Dr Rob Gerlis	(RG)	GP, Chair
Dr Kamal Bishal	(KB)	GP Board Member
Andrew Geldard	(AJ)	Chief Officer
John Leslise	(JL)	Interim Director of Finance, Contracting and Performance
Stephen King	(SK)	Lay Member
David McConnell	(DM)	Lay Member
Jane Kinniburgh	(JK)	Director of Quality & Nursing
Toni Coles	(TC)	Director of Transformation

**In Attendance:**

Francis Barnes	(FB)	Interim AD Contract Finance
Grant Neofitou	(GN)	Assistant Director of Pathway Transformation
Delyth Ford	(DF)	PMO Analyst
Emily Ayres	(EA)	Quality Manager
Anurita Rohilla	(AR)	Chief Pharmacist
Louise Hall	(LH)	Deputy Director of Transformation

<b>Item No</b>	<b>Agenda Item</b>	<b>Action</b>
1	<b>Chairs Welcome</b>	
2	<b>Apologies for absence</b>  Dr Christine Moss, James Roach, Peter Wightman, Prabha Vijayakumar, Stephen Fry.	
3	<b>011/19 Declarations of Interest</b>  Stephen King declared his interest as Chair of Stroke Association under agenda item 8.  No further declarations of interest were made by members of the Committee in relation to the specific agenda items.	
4	<b>012/19 Minutes of the meeting held on 26<sup>th</sup> February 2019 and matters arising</b>  The minutes were agreed as a true and accurate record.  <b>Matters Arising</b>  <b>156/18 Terms of Reference Review</b>	

	<p>Dr Kamal Bishal queried the suggested amendments of the Terms of Reference review, in particular if 'Remove GP Board Member from Membership is appropriate, it was discussed that this is a title rather than a specific person and AG will follow this up with Simone Surgenor, Head of Governance. Action outstanding.</p> <p><b>004-19 – FACT Report – Finance</b></p> <p>A verbal updated regarding additional detailed data on Barts and Addenbrookes activity will be covered in the agenda. Action closed.</p> <p><b>005/19 FACT Report – Transformation Programme</b></p> <p>EOL Care – Prabha Vijaykumar confirmed Jane Kinniburgh will be linked in with the EOL Care/St Claire's contract once a date for the contract meeting is confirmed. The issue with fast track assessments and training of St Claire's staff has been highlighted to the CCG's contract Manager for St Claire's. This issue will be acknowledged and highlighted with any remedial actions in St Claire's contract for 19/20. Action closed.</p> <p><b>010/19 Items to be reported to the Board and Membership meetings</b></p> <p>An overview of QIPP Programmes, updates and the 19/20 will be presented to the 3 locality memberships. Action closed.</p>	
5	<p><b>Agenda Items</b></p> <p><b>013/19 Quality Premium</b></p> <p>Emily Ayres (EA) presented the Quality Premium update and Monthly Quality Monitoring report to the Committee outlining current position of the 2018/19 scheme. Due to persistent data lags it is difficult to provide a comprehensive update on the Cancer and Right Care Indicators. Emily reported the Mental Health out of area placements indicator is continuing to progress well but will not meet the two relevant constitutional targets.</p> <p>David McConnell referred to the GP Access and Experience indicator and Emily will follow up with the Tracy Manzi, Assistant Director of Primary Care and Localities for an update on practices which fall into the lower 3% and update at the next meeting.</p> <p><b>Action:</b> Emily Ayres</p> <p><b>014/19 BCF and iBCF Update</b></p> <p>The BCF and iBCF papers were noted. Louise Hall outlined period 9 Better Care Fund Countywide Pool 2018/19 data from ECC. ECC have forecasted an overspend for the protection of social care budget and the CCG has requested clarification on what proportion is WECCG to determine neighbourhood level impact.</p>	EA

	<p><b>iBCF</b></p> <p>The majority of the iBCF additional funds have been used to support the reablement contract. Contract performance data will be available in the April ECL performance reports. The BCF and iBCF WECCG funds are additional monies specifically allocated to West Essex to agree how the money is used. ECC was allocated additional winter funding to create additional community capacity. A proportion of this funding was kept at County level to support countywide initiatives. West Essex received £50,000 to support additional one to one care costs for patients in community hospital beds to increase the utilisation of these beds. Additional funding for Winter Pressures had to be utilised on additional capacity for the acute hospitals. Next steps will be to agree funding amounts and priorities for next year.</p> <p><b>015/19 Finance, Activity, Contracting &amp; Transformation Report</b></p> <p><u>Finance</u></p> <p>John Leslie reported the CCG in year financial control total is a break even. The month 10 position showed a slight improvement. Following further investigation of Addenbrookes activity data it highlighted the activity increase was due to performance and not a coding change. Barts returned to national reporting in April after being off line, making it difficult to track true counting and coding changes. Anne Mansfield confirmed an audit is being undertaken of Barts data around costings and coding. Yearend discussions are taking place.</p> <p>The annual gross QIPP target as at month 10 is forecasted to be £12.2 million representing 87% delivery.</p> <p>Stephen King referred to Appendix 3 – Statement of financial position – and noted the considerable reduction of total assets. The position has decreased in March 2018 to January 2019. JL will investigate this further and provide an update to the Committee at the next meeting.</p> <p><b>Action:</b> John Leslie</p> <p>Stephen King referred to slide 25 of the Finance Board Report – aged debtors – and questioned the non NHS accounts payable sum of £2 million outstanding over 90 days. JL will investigate and provide an analysis of the sum. John and Andrew will review the aged creditors figure.</p> <p><b>Action:</b> John Leslie and Andrew Geldard</p> <p><u>Activity and Contracting</u></p> <p>The Activity report was noted. Anne Mansfield reported Outpatients and Elective Activity - Paediatrics and Respiratory have shown an increase in</p>	
		<p>JL</p> <p>JL/AG</p>



	<p>procedures under service restrictions, a policy is being drafted.</p> <p><u>CHC</u></p> <p>Jane Kinniburgh reported improvement in all areas. Significant progress has been made in reducing the back log received when the service was bought in-house for CHC, FNC and Fast Track. These services are now planned to be removed from the Risk Register.</p> <p>Jane explained further meetings are taking place with ECC to discuss the Integrated Residential Nursing Home procurement.</p> <p><u>Medicines Optimisation</u></p> <p>Anurita Rohilla reported prescribing is on track to achieve QIPP.</p> <p>Anurita reported with regard to the EU Exit a protocol will be put in place to enable Pharmacists to substitute certain medications if they are not available and will result in a cost pressure depending on the substitutions offered.</p> <p><u>Frailty</u></p> <p>The Frailty report was noted.</p> <p><b>016/19 ICP update</b></p> <p>Andrew Geldard reported the MSK contract is due to come into commence on the 1<sup>st</sup> April. The COPD contract variation is also on schedule.</p> <p><b>017/19 Primary Care &amp; Estates and Delegated Commission</b></p> <p>The papers circulated with the agenda were noted.</p> <p><b>018/19 Items to be reported to the Board and Membership Meetings</b></p> <p>None.</p>	
6	<p><b>019/19 Any Other Business</b></p> <p>Stephen King highlighted the Herts Valley CCG procurement of a new community provider and the potential effects on the trust and PAH.</p>	
7	<p><b>Date of next meeting:</b> the next meeting of the West Essex Clinical Commissioning Group Finance and Performance Committee will be held on Tuesday 26<sup>th</sup> March 2019 at 9.30 am in the Boardroom, Building 4, Spencer Close, St Margaret's Hospital, Epping.</p>	