

WOLVERHAMPTON CLINICAL COMMISSIONING GROUP

Finance and Performance Committee

Minutes of the meeting held on 31st May 2016
Science Park, Wolverhampton

Present:

Dr D Bush	Governing Body Finance and Performance Lead (Chair)
Mrs C Skidmore	Chief Finance and Operating Officer

In regular attendance:

Mr G Bahia	Business and Operations Manager
Mr V Middlemiss	Head of Contracting and Procurement
Mrs H Pidoux	Administrative Officer

1. Apologies

Apologies were submitted for the meeting by Mr Oatridge, Mr Marshall, Mr Hastings and Mrs Sawrey.

It was noted that the meeting was not quorate, however, no decisions were required to be taken.

2. Declarations of Interest

FP.16.50 There were no declarations of interest.

3. Minutes of the last meeting held on 26th April 2016

FP.16.51 The minutes of the last meeting were agreed as a correct record.

4. Resolution Log

FP.16.52 Item 84(FP.16.45) – Contract Register in date order is appended to the contract/procurement report – register appended to report on agenda – action closed.

Item 85 (FP.16.47) – Constitutional target requirements for 16/17 – detailed report on agenda – action closed.

Item 86 (FP.16.48) – Assurance re data received – outcomes of data quality audits to be shared and discussed at the next meeting – on agenda – action closed.

5. Matters Arising from the minutes of the meeting held on 26th April 2016

FP.16.53 Item FP.16.45 – MSK Procurement – Mr Middlemiss provided the Committee with an update from the Commissioning Committee discussions. It was noted that external advice has been sought and a project group set up to review the options which will be taken back to the Commissioning Committee.

6. Finance Report

FP.16.54 Mrs Skidmore reported that the budgets have been loaded for 2016/17 and appended to the report. Mrs Skidmore highlighted that the QIPP target for 2016/17 is £11.2m

It was noted that discussions have taken place internally and Finance and Performance Committee reporting will change from Month 2 onwards. The aim is to better present finance and non finance information to aid discussion at the meeting. Changes will also be made to the performance and contracting reports to ensure the documents align and do not duplicate reporting.

Resolved: The Committee;

- noted the contents of the report and the update given.

7. Monthly Contract and Procurement Report

FP. 16.55 Mr Middlemiss introduced the report and reminded the Committee that the Contract Register was appended to the report as requested at the last meeting. It was caveated that this is a working document, showing the point in time when the report was written.

Mr Middlemiss reported that going forward colour coding will be used in the Register to indicate the contracts coming up for renewal. The Register will be brought to the Committee on a quarterly basis.

Where the information relating to Remedial Action Plan (RAP) should be reported was discussed and it was agreed that this should remain in the Contracting Report. However, going forward the Performance report should be before the Contract and Procurement report on the agenda in order to assist with the 'flow' of discussion..

A procurement update was given including the requirement to submit a monthly return to NHS England relating to procurements that have either commenced or are due to commence. There is a substantial amount of information required to be submitted for each procurement. The details of the submissions will be included in the report to this Committee going forward.

Resolved: The Committee;

- Noted the contents of the report and the current position.

8. Performance Report

FP.16.56 Mr Bahia highlighted that the position deteriorated slightly at month 12. It was confirmed that RWT have signed up to delivering 2016/17 Remedial Action Plan trajectories and are held to account by the CCG and nationally by NHS Improvement.

The following key points from the report were highlighted;

- A&E 4 hour waits – performance issues continue. Currently the figures do not include Urgent Care Centre figures. The Centre commenced operating in shadow format in March 2016 and went live from 1st April 2016. Discussions are on-going to include the figures going forward and a meeting has been arranged to resolve data sharing issues. The aim is to incorporate all figures from 1st July 2016. A number of issues continue to affect performance and a revised version of the RAP has been received by the CCG from RWT and is currently under review.
- Cancer Waits – A RAP has been received from RWT including a recovery date of June 2016. RWT have indicated that it will be a challenge to meet this date. The issues reported previously for Urology and Tertiary Referrals continue to impact on performance. A final report is awaited including the final recommendations to be put in place.
- E-Discharge – This target is being breached by the Assessments Units. A meeting has been held which included the RWT Clinical Director to discuss issues, training and identify areas of concern. Stringent performance management is in place. The CCG supports the business case to improve E-Discharge. A RAP is in place and if performance from the wards does not recover RWT will be asked to include this in the action plan alongside the assessment units.

Fine reinvestment was raised and it was confirmed that a business case has to be put together for each request. Mr Middlemiss agreed to raise at the next Clinical Quality Review Meeting the requirement for evaluation to be made mid-year relating to the areas where reinvestment has occurred.

It was reported that for the first time in 20 years there have been no reported MRSA breached across RWT and the CCG in year.

Significant work relating to IAPT has been carried out over the last 2 years and movement to recovery continues to be seen.

Early intervention Services (EIS) were discussed as patients failing to attend for appointments is a challenge and is impacting on the ability to hit target. It was noted that there is not a RAP in place, however, there is potential for a Contract Intervention Notice to be issued. This issue is on the agenda for the next Contract Review Meeting with BCPFT and the outcome will be reporting back to this Committee if necessary.

Resolved: The Committee

- Noted the content of the report and the updates given

9. Constitutional target requirements for 16/17

FP.16.57 Mr Bahia reminded the Committee that at the last meeting it had been discussed that a significant number of submissions had been made to NHSE with the last submission due at the end of April. The submission was made prior to the deadline and included in the Operational Plan.

Sustainability and Transformation Plans are to be submitted at the end of June 2016. Meetings, including finance, are ongoing and sign off will be from the NHSE Area Team.

The Committee took assurance from the demonstration of the robust process in place and noted an appreciation of the scale and breath of the information submitted.

Resolved – The Committee;

- Noted the update and took assurance from the content of the submission.

10. Internal Audit Report – Overview of Data Quality (Assurance on Performance and Clinical Quality)

FP.16.58 Mrs Skidmore informed the Committee that this report was shared following a request from the Governing Body, at the previous Committee meeting, for clarification as to how assurance is gained that information received by the CCG is correct.

The Audit Report gave a substantial rating and included recommendations where things could be done better. Assurance had been taken from the report that systems and processes are in place providing checks and balances.

Mr Bahia clarified that reconciliation of data is included in the CCG's process and full audit trails are kept.

Resolved – The Committee

- Noted the outcome of the audit and took assurance from the audit opinion and content of the report.

11. Any Other Business

FP.16.59 Prescribed Specialised Services – jointly implementing the new identification rules for 2017-18 Publications.

Mrs Skidmore highlighted that a mapping exercise is underway which will provide the details to enable a re-alignment of funding between commissioning allocations in line with a consistent set of identification rules.

RWT will be required to submit data at a national level which will go towards aligning where the budget will sit. However, as the activity mapped for 14/15 included activity in North Staffordshire, this is not felt to be a representative view and it has been requested that a different time period is used for the review. Further guidance is awaited.

Resolved – The Committee;

- Noted that a mapping exercise is underway and the issues with the timeline for activity.

12. Date and time of next meeting

FP.16.60 Tuesday 28th June 2016 at 3.15pm, CCG Main Meeting Room

Signed:

Dated: