

**NHS BOLTON CLINICAL COMMISSIONING GROUP  
Public Board Meeting**
**AGENDA ITEM NO: .....14.....**
**Date of Meeting: .....8<sup>th</sup> October ber 2021.....**

<b>TITLE OF REPORT:</b>	CCG Finance & QIPP Committee	
<b>AUTHOR:</b>	Joanne Taylor, Board Secretary	
<b>PRESENTED BY:</b>	Niruban Ratnarajah, Committee Chair	
<b>PURPOSE OF PAPER: (Linking to Strategic Objectives)</b>	For the Board to receive and review the minutes of the Finance & QIPP Committee meeting held on 24 <sup>th</sup> September 2021.	
<b>LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):</b>	<b>Delivery of Year 3 Locality Plan.</b>	
	<b>Joint collaborative working with Bolton FT and the Council.</b>	
	<b>Supporting people in their home and community.</b>	
	<b>Shared health care records across Bolton.</b>	
	<b>Regulatory Requirement</b>	
	<b>Standing Item</b>	√
<b>RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)</b>	The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:- <ul style="list-style-type: none"> <li>• Noted the update received on the Bolton FT financial position as at month 5.</li> <li>• Approval of the Committee's Annual Report and Terms of Reference.</li> </ul>	
<b>COMMITTEES/GROUPS PREVIOUSLY CONSULTED:</b>	Finance & QIPP Committee.	
<b>REVIEW OF CONFLICTS OF INTEREST:</b>	Conflicts of Interest are reviewed at every meeting.	
<b>VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:</b>	Patient views are not specifically sought as part of this report.	
<b>EQUALITY IMPACT ASSESSMENT (EIA) COMPLETED &amp; OUTCOME OF ASSESSMENT:</b>	EIA and an assessment is not considered necessary for the report.	

**MINUTES**
**FINANCE & QIPP COMMITTEE – VIRTUAL MEETING**
**Date:** 24<sup>th</sup> September 2021

**Time:** 11.30am – 13.15pm

**Present:**

<b>Tony Ward</b>	<b>Lay Member, Governance</b>
<b>Alan Stephenson</b>	<b>Lay Member</b>
<b>Emma Saunders</b>	<b>GP Board Member (in the Chair)</b>
<b>Claire Donovan</b>	<b>Acting Deputy Chief Finance Officer</b>
<b>Kelly Knowles</b>	<b>Acting Chief Finance Officer</b>

**Minutes by:**

<b>Joanne Taylor</b>	<b>Board Secretary</b>
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<b>Min No.</b>	<b>Topic</b>
65/21	<p><b><u>Apologies for Absence</u></b> There were no apologies for absence.</p>
66/21	<p><b><u>Declarations of Interest</u></b> <b>The Chair reminded members of their obligation to declare any interest they may have on any issues arising at meetings which might conflict with the business of the CCG Board.</b></p> <p>It was noted that declarations declared by members of the Board are listed in the CCG's Register of Interest. The Register is available either via the CCG Board Secretary or the CCG's website at the following link: <a href="http://www.boltonccg.nhs.uk/about-us/declarations-of-interest">http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</a></p>
67/21	<p><b><u>Health Economy Financial Position:-</u></b></p> <p><b><u>Update on Bolton FT's Financial Position/Bolton FT's Finance Committee Report (M5)</u></b> Annette Walker attended the meeting to update the Committee on the FT's current financial position as at month 5. The main highlights noted were regarding:-</p> <ul style="list-style-type: none"> <li>• Revenue performance year to date.</li> <li>• Revenue performance forecast outturn.</li> <li>• Cost improvement position.</li> <li>• Variable pay and capital spend.</li> <li>• Cash position, loans and PDC.</li> <li>• Better payment practices code and use of resources rating.</li> </ul> <p>It was noted that the FT and CCG now hold weekly joint finance meetings with senior team members and last week held a senior team time out session to start to develop the joint integration of finance systems locally.</p> <p>It was also reported that the FT's 2019/20 NCC submission was an overall success, but there are two technical issues which the FT is working on to further understand with NHS Improvement. Any learning from this will be built into the FT's 2020/21 NCC submission which is due 14/10/21. It was noted that the FT is working closely with the costing provider, Logex, on the 2020/21 NCC submission.</p> <p>Members discussed the ERF income and GM funding review and the plans from a provider</p>

	<p>perspective with regard to the H2 financial position. It was noted that the H2 guidance is still awaited and will need to be fully reviewed when received. The aim is to ensure that all GM providers abide by the same financial rules to bring more consistency across for 2022/23. It was acknowledged that this will be a challenge in Bolton due to the inconsistencies seen in the latter part of last year, however having equity across GM will ensure the right financial flows locally.</p> <p><b>The Committee noted the presentation received and the month 5 report.</b></p>
68/21	<p><b><u>Minutes and Action Log from the last meeting held on 27<sup>th</sup> August 2021</u></b> The minutes were approved as a correct record. It was noted that all outstanding actions on the action log were now complete.</p>
69/21	<p><b><u>Report of the Chief Finance Officer (M5)</u></b> A system wide financial envelope has been allocated to Greater Manchester (GM) for the period 1 April 2021 to 30 September 2021. This comprises of initial allocations for both CCGs and Providers, Covid funding, growth funding and system top up. GM has managed the financial plan within this envelope for all areas of spend, with the exception to this being those areas where national funding was available.</p> <p>Any expenditure relating directly to the Hospital Discharge Programme and the Covid 19 Vaccination Programme has been captured and reported separately within the monthly Non ISFE submissions to NHSE. Allocations to cover these costs are expected to be received once the validation process with NHSE has been undertaken.</p> <p>At month 5, the CCG has reported a balanced position, however, it should be noted that this continues to be under significant risk due to pressures within Continuing Care Services, as a result of an increase in occupancy and complexity of cases being seen. Prescribing spend has increased this month which contributes to this risk. It was also noted that the CCG is anticipating to fully meet all its QIPP targets.</p> <p>Members were also informed of the formal discussions being held with the GMH&amp;SCP regarding the CCG's financial risk position. GM has confirmed it will continue to monitor the CCG's position. Also shared was a presentation on the first draft of the CCG's financial plans for the H2 financial position. The presentation highlighted the CCG's allocation, expenditure and reconciliation plans.</p> <p><b>The Committee noted the report. A copy of the presentation on the financial plans for the H2 financial position would be shared with the Committee.</b></p>
70/21	<p><b><u>Annual Report and Review of Terms of Reference</u></b> The draft Annual report for 2020/21 and updated terms of reference were reviewed by the Committee. It was noted that both documents would be presented to the Board for final approval at the October board meeting.</p> <p>It was noted that the Committee's work plan for the year had been reviewed and included in the annual report and minor amendments only were required to the Terms of Reference.</p> <p><b>The Committee approved the draft Annual Report and Terms of Reference.</b></p>
71/21	<p><b><u>GM Contracting Principles and Extension of Bolton Contracts</u></b> The report updated the Committee on the GM Contracting Principles and updated on the extension to the contracts held by Bolton to align to these GM Principles.</p> <p>The key principles agreed through the GM CCG CFOs were reported:</p> <ul style="list-style-type: none"> <li>• Consolidation of contracting and finance payment for each NHS and acute Independent Sector (IS) provider for 2022/23.</li> </ul>

	<ul style="list-style-type: none"> <li>• Locality level decisions remain for continuing healthcare and primary care providers with contracts such as GMS, PMS and APMS.</li> <li>• Extension of voluntary care sector contracts for maximum extension period of up to three years (to 31/02/25), with the independent sector including primary care contracts being able to be extended for up to 2 years.</li> </ul> <p>A review of the CCG contracts has now been undertaken and this report has been considered and approved by the CCG Executive. Commissioning, contracting and finance teams are continuing to work through the detail for each individual provider.</p> <p>It was noted that the five larger independent sector contracts are being reviewed collectively across GM for elective recovery purposes.</p> <p><b>The Committee noted the update.</b></p>
72/21	<p><b><u>Review of Operational Fraud Risk Register</u></b></p> <p>The annual review of the Operational Fraud Risk Register was undertaken by the Committee to ensure compliance with standard 1.4 of Standards for Commissioners.</p> <p>The register, created in September 2019, was initially reviewed by the Audit Committee and added to the BAF at risk 255. As the net risk score is 4, it has been removed from the BAF and maintained as an operational fraud risk register for annual review by the Finance and QIPP Committee.</p> <p><b>The Committee reviewed and noted the Operational Fraud Risk Register.</b></p>
73/21	<p><b><u>Chair reflection on significant decisions/actions/risks that may need reporting to the Board through these minutes</u></b></p> <ul style="list-style-type: none"> <li>• Noted the update received on the Bolton FT financial position as at month 5.</li> <li>• Approval of the Committee's Annual Report and Terms of Reference.</li> </ul>
74/12	<p><b><u>Any Other Business</u></b></p> <p>There was no further business discussed.</p>
75/21	<p><b><u>Time and Date of Next Meeting</u></b></p> <p><b>It was agreed the next meeting would be held on Friday 29<sup>th</sup> October 2021, 12 noon to 1pm via Microsoft Teams.</b></p>