

DRAFT Minutes from the Health and Well-Being Board – Financial Planning Group
Friday 12th June 2015
North London Business Park, Reynolds Room
11am – 12.30pm

Present:

- (AH) Andrew Howe Director of Public Health, Barnet and Harrow Public Health Team
 (CM) Chris Munday, Commissioning Director Children and Young People, LBB
 (DW) Dawn Wakeling, Commissioning Director – Adults and Health, LBB
 (HMG) Hugh McGarel-Groves, Chief Finance Officer, Barnet CCG
 (MOD) Maria O'Dwyer, Director for Integrated Commissioning, Barnet CCG (Chair)
 (RH) Ruth Hodson, Assistant Director of Finance, Barnet CCG
 (ZG) Zoë Garbett, Commissioning Lead Health and Wellbeing, LBB (minutes)

Apologies: None

	ITEM	ACTION
1.	Welcome / Apologies MOD (Chair) introduced herself as Chair and welcomed those present. MOD welcomed CM to the meeting as the recently appointed Commissioning Director – Children and Young People. With CM's appointment Kate Kennally (KK) will no longer be a member of this Group. The Group acknowledged KK's valuable contribution to the Group and thanked her for the work she has done.	
2.	Minutes of the last meeting The Group made no amendments to the minutes and noted that they were presented to the HWBB on the 4 June 2015.	
3	Action log The action log was reviewed and updated (see action log).	
4.	Agreeing – 4.1 ToR HMG stated that the CCG need to review the governance arrangements for the HWBB and Finance Group in relation to CCG processes and suggested that the minutes of the Finance Group will need to go to the Finance, Performance and QUIPP (FPQ) Committee. HMG to check delegated authorities to ensure CCG members can make decisions at the Finance Group meetings.	HMG

	<p>The Group reviewed the ToR, the ToR will be updated. ZG to update ToR</p> <p>AH asked about the need for Heath Visiting to be governed. It was agreed for this to be added to the work programme of the Group.</p> <p>With the amendments above the Group agreed the ToR as draft subject to HWBB audit review. It was noted that the Group are still working to the current ToR.</p> <p>ZG, Andrew Charwood (LBB Governance), Andy Nuckcheddee (CCG Governance) to take forward the audit of HWBB and subgroup ToR (including a review of delegated authorities).</p> <p>ZG to invite Sarah Thompstone (Director of Clinical Commissioning) to future meetings.</p> <p>The Group discussed the purpose of the meetings. The Group membership, of key commissioners and finance officers, allows for oversight of the joint arrangements, commissioning projects and finances. The Group is the platform for integration work discussion, making decisions about how this is done and making recommendations to other Boards as to how the CCG and LBB work together. The Group is to have financial oversight of any papers going to the HWBB with financial implications.</p> <p>RH stated that that the Group needed to receive more finance reports, performance, how things are working</p> <p>RH and HMG to look at a draft financial report that should be coming to this Group and present this at the meeting in July to include -</p> <ul style="list-style-type: none"> • Reviewing and approving finances for integrated care • Programme of Financial Plan for critical finance reports <p>4.2 S75</p> <p>DW presented the paper, the aim is to extend the overarching Section 75 agreement (with no end date) and bring the existing Section 75 agreements for specific activity under the overarching agreement as schedules. All agreements will also need to be reviewed and updated.</p> <p>For adults, this has already been done for the Voluntary services prevention commissioning and the Health and Social Care Integration schedule is currently being developed and will be added to the overarching Section 75 through a Deed of Variation.</p> <p>ZG to look at adding the Campus Reprovision Section 75 to the overarching 75 as part of the same Deed of Variation.</p> <p>The Integrated Learning Disability Service Section 75 will be reviewed and added to the overarching Section 75 later in the year.</p>	<p>ZG</p> <p>ZG, AC, AN</p> <p>ZG</p> <p>RH / HMG</p> <p>ZG</p>
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	<p>MOD and Mathew Kendal to discuss Lead Commissioning for an Integrated Community Equipment Service.</p> <p>The overarching Section 75 will be reviewed, the updated Section 75s added as schedules and presented to the CCG and LBB to agree as final. DW and MOD to check powers to agree/process for Section 75 sign off within their organisations. Progress to be reported at the next meeting.</p> <p>The process of tracking outcomes and spend and the mechanism of reporting to this Group needs to be agreed.</p> <p>ZG, MOD and CM to explore a similar activity for childrens Section 75s.</p> <p>The Group reiterated that Section 75s are not contracts but agreements. Also, contracts with providers will still have end dates</p> <p>4.3 MoUS</p> <p>DW has commented on the adult MoU. MOD updated that factual changes have been made to the adults MoU. MOD to update and take to Audit Committee</p> <p>MOD and CM to review the childrens MoU.</p>	<p>MOD</p> <p>DW/MOD</p> <p>DW/MOD</p> <p>CM/MOD/ZG</p> <p>MOD</p> <p>MOD/CM</p>
<p>5.</p>	<p>Joint priorities</p> <p>LBB had developed a list of priorities (including associated reported structures) which had been presented to the CCG in May. MOD, DW and Matt Pows (Interim Director of Planning and Performance, CCG) reviewed the documents and Debbie Frost (CCG Chair) sent a final, agreed version to KK. The document presented to the Group was not considered to be the most up to date document.</p> <p>The Group commented and recommendations were made.</p> <p>CM clarified that the 0 – 25 disability service is not just for people with learning disabilities, as listed, but for people with learning disabilities, physical disabilities, sensory impairments, mental health issues and complex needs. DW explained that the inclusion of this in the priorities related to the activity that needs to happen around updated the Section 75 agreement and service development which needs to consider the 0 – 25 service.</p> <p>MOD to update and send a word version to ZG. CM to review and comment.</p> <p>AH, CM, DW and MOD to agree and send updated agreed version to KK and DF.</p> <p>The agreed priorities will form the work programme for the Finance Group. ZG to add completion dates and reporting deadlines.</p>	<p>MOD</p> <p>CM</p> <p>AH/CM/DW/MOD</p> <p>ZG</p>

12pm – HMG left the meeting		
6.	<p>JCU Work Programmes – Adult and Children</p> <p>The Group reviewed the draft work programmes for the Joint Commissioning Units (JCUs) for adults and childrens. The Group noted that the work programmes are currently being revised. The adults work programme just includes the work of the JCU (not the entire commissioning group), the childrens plan is wider than the JCU.</p> <p>JCU work plans to be bought back to the Finance Group in September priorities and work plan to be discussed with teams</p>	DW/MO D/CM
7.	<p>BCF – timescales</p> <p>DW presented the BCF paper and asked the Group to note the timescales that need to be adhered to in order to sign off the Deed of Variation and financial procedures.</p> <p>MOD updated that she is speaking to Capsticks in the next couple of days to clarify the process for the CCG. This will be taken to the next Audit Committee.</p> <p>Updated and final schedule to be circulated to the Finance Group.</p> <p>The first quarterly report was submitted to NHS England at the end of May.</p> <p>Financial procedures to be reviewed, clarified and managed by Paul Thorogood, Richard Hammond and Ruth Hodson and present this to the Finance Group (8 July)</p> <p>The Group agreed that the pooled budget lead manager should be RH as the Council hosts the BCF.</p>	DW/MO D RH
8.	<p>CCG Co- commissioning update</p> <p>Sarah Thompstone – Director of Clinical Commissioning is now the lead for this programme and will report to the Finance Group in September. Public Health to be involved going forward.</p> <p>ZG to add Co-commissioning update to agenda of this Group for September</p>	ZG
9.	<p>JSNA / HWB Strategy Update</p> <p>AH explained that the JSNA refresh is going well and on track. There is an outstanding issue with regards to the data from the CCG which AH has been discussing with Debbie Frost. AH is aware that Matt Powls is working with Luke Ward (LBB) but the data needs to be provided. MOD to discuss with Matt Powls.</p> <p>ZG presented an overview of the HWB Strategy. ZG is currently discussing the priorities with senior officers. The HWB Strategy is going to the CCG executive in June. The JSNA and HWB Strategy will be discussed at the Partnership Board and Health and Well-Being Board Summit on 9 July.</p>	MOD

	CM asked for this to be aligned with the update of the Children and Young People's Plan.	ZG
10.	Health and Well-Being Board work programme and actions The Group reviewed the HWBB Work Programme and made the following changes <ul style="list-style-type: none"> • Learning disability service paper to move from July to November • Co-commissioning update to move from July to September • CAMHS to be taken to the HWBB in November ZG to update and discuss with Councillor Hart and Debbie Frost.	ZG
11.	Work Programme Covered in 5. ZG to update following discussions.	ZG
12.	AOB Next meeting – 8 July 2015, 1pm – 3pm.	