

**Minutes from the Health and Well-Being Board – Financial Planning Group**  
**Tuesday 15 December**  
**North London Business Park, F13**  
**1pm – 3pm**

**Present:**

- (AC) Andrew Charlwood, Head of Governance, LBB
- (AD) Anisa Darr, Resources Director, LBB
- (AH) Andrew Howe, Director of Public Health, Barnet and Harrow Public Health Team
- (AN) Andy Nuckcheddee, Interim Associate Director of Governance & Corporate Affairs, BCCG
- (BR) William (Bill) Redlin, Director of Operations and Delivery, Barnet CCG
- (CM) Chris Munday, Commissioning Director Children and Young People, LBB
- (DW) Dawn Wakeling, Commissioning Director Adults and Health, LBB (Joint Chair)
- (LJ) Liz James, Interim Joint Chief Operating Officer/Director of Clinical Commissioning, BCCG
- (MB) Melanie Brooks, Programme Director Health and Social Care Integration, BCCG/LBB
- (PL) Peter Large, Deputy Monitoring Officer, LBB
- (RH) Roger Hammond, Deputy Chief Finance Officer, BCCG
- (ZG) Zoë Garbett, Commissioning Lead Health and Wellbeing, LBB (minutes)

**Apologies:**

- (HMG) Hugh McGarel-Groves, Chief Finance Officer, BCCG
- (MOD) Maria O'Dwyer, Director for Integrated Commissioning, BCCG (Joint Chair)

	ITEM	ACTION
1.	<p><b>Welcome / Apologies</b></p> <p>As Chair DW welcomed the attendees to the meeting.</p> <p>Apologies were received from MOD and HMG. LJ, BR and RH represented Barnet CCG.</p> <p>AN, AC and PL attended for item 4.</p>	
2.	<p><b>Minutes of the last meeting</b></p> <p>Action from last meeting –</p> <ul style="list-style-type: none"> <li>• BCF Risk Register - To be drawn from LBB and CCG corporate risk register and presented as a standing item at each meeting.</li> </ul> <p>Minutes agreed as accurate.</p>	
3.	<p><b>Action log</b></p> <p>The action log was updated.</p>	

<p><b>4.</b></p>	<p><b>JCEG Terms of Reference (ToR)</b></p> <p>DW explained that, over the last few months, the Finance Group, with support from LBB governance (AC and PL) and CCG Governance (AN) had been reviewing its Terms of Reference. The Finance Group was asked to sign off the ToR and report these to the Health and Wellbeing Board with the Group's minutes in January 2016.</p> <p>The Group resolved:</p> <ul style="list-style-type: none"> <li>• To have equal membership (four members from the CCG and four from LBB)</li> <li>• For the Group to be quorate there needs to be two members from each organisation present at the meeting</li> <li>• LBB and the CCG will provide Board Support from the Associate Director of Governance &amp; Corporate Affairs (CCG) and Commissioning Lead Health and Wellbeing (LBB). Both roles will not be formal members of the Group</li> <li>• That the HWBB Finance Group minutes report will go to the CCG's FPQ meetings. The CCG will coordinate this</li> <li>• That a forward work plan will be maintained and reviewed at each meeting but the co-chairs have the discretion to add items to the agenda as they arise. <b>AN and ZG to review and populate work programme.</b></li> <li>• To review the ToR in April 2016 (and then annually)</li> </ul> <p><b>The ToR to be updated as above.</b></p> <p>The Group formally adopted the updated ToR.</p> <p>The Group would be titled the Joint Commissioning Executive Group in future.</p> <p>PL and AC left the meeting</p>	<p><b>AN/ZG</b></p> <p><b>AC/ZG</b></p>
<p><b>5.</b></p>	<p><b>BCF Planning 16/17</b></p> <p>Due to new members attending the Group, AD updated the group on discussions to date of the BCF and LBB budget setting. AD explained that at the last meeting of the Finance Group, HMG had stated that the CCG may be in a position to invest in priorities as appropriate which could address the challenges outlined at previous meetings. AD went on to explain that LBB were expecting their financial settlement on the 17 December 2015 and would like to engage with the CCG to conclude the discussion that had taken place at the previous meeting concerning increasing the protection of the social care element of the BCF by £2.4m.</p> <p>RH agreed that starting conversations prior to the CCG settlement was reasonable and explained that the first version of the CCG's finances and activity plan would be submitted in mid-February. Following negotiations with providers, the CCG will be in a position to explore other priorities (one of which will be BCF).</p> <p>DW asked if the CCG would know their position with regards to BCF by the end of January, to be able to inform the budget paper going to LBB's Policy and</p>	

	<p>Resources (P&amp;R) Committee on 16 February. RH said that this was too soon to know the final financial settlement but principles can be included in the paper. It was agreed that two meetings would take place in January to discuss the matters with the aim of reaching an agreed position on the BCF for 16/17 including the protection of adult social care.</p> <p><b>LBB and CCG agreed to inform each other of what additional information is required to inform these discussions.</b></p> <p><b>LJ, BW, RH, DW and AD to meet twice in January to discuss BCF 16/17. ZG to arrange.</b></p>	<p><b>RH/AD</b></p> <p><b>ZG</b></p>
<b>6.</b>	<p><b>JHWP Strategy Implementation Plan</b></p> <p>ZG introduced the item. Following the agreement by the HWBB of the final Joint Health and Wellbeing Strategy (2015 – 2020) in November 2015, a working group had met to explore enablers to delivering the strategy as well as identifying leads and timescales for the agreed actions. Further meetings are being held with the CCG to ensure that the actions included are appropriate.</p> <p>The group made the following comments –</p> <ul style="list-style-type: none"> <li>• NHS England lead to be specified</li> <li>• Clearer links to be made back to JHWP Strategy / our vision</li> <li>• Needs to link to targets</li> <li>• Clearer start and end dates</li> <li>• Presentation to be amended, with actions presented by year as well as theme</li> <li>• SMART actions for all areas</li> </ul> <p><b>ZG to update the plan ahead of review by the HWBB (21 January 2016).</b></p>	<p><b>ZG</b></p>
<b>7.</b>	<p><b>Primary Care</b></p> <p>LJ updated the group with the CCG's progress in co-commissioning primary care. The CCG anticipates moving to greater delegation soon. LJ confirmed that budget and quality control remains with NHS England.</p> <p>LJ explained that the CCG are reviewing PMS practices to ensure that outcomes are being delivered for the funding these practices are receiving, discussions will take place in February / March with new contracts in place from 1 July 2016.</p> <p>A programme is currently underway to improve access over the winter, increasing opening hours on Friday / Monday evening and weekends. All residents are able to access these practices (rather than just the practice they are registered with). The programme is operating through one contract with the network.</p> <p>AH asked about the ambition and long term plan for primary care in Barnet given the changing context (e.g. devolution). LJ welcomed the question and is keen to develop our local model of primary care for the future. A primary care strategy will</p>	

	<p>be bought to the HWBB in January.</p> <p>DW asked if Health, Overview and Scrutiny Committee (HOSC) would be sighted on the discussions, as the Committee is interested in access to primary care. LJ expected that they would be and stressed the importance of communication on primary care availability (e.g. the improved access over winter programme) to residents.</p> <p>DW asked about improving the links with primary care as part of our Better Care Fund, such as use of risk stratification, hospital discharge and anticipatory care for high risk individuals.</p> <p>CM stressed the importance of there being a Children and Young People (CYP) section in the primary care strategy, which will include feedback from Barnet's Youth Convention (such as the importance for CYP to be able to get appointments outside of school hours).</p>	
8.	<p><b>Adult Health and Social Care Section 75s including Section 75 finance report</b></p> <p>DW gave an overview of the report which describes the intention to agree an overarching S75 agreement with schedules, for adults and childrens, for S75s between LBB and BCCG.</p> <p>ZG explained that MOD had been involved in previous discussion at the Finance Group as well as in separate meetings outside of the Group. <b>ZG to send LJ previous minutes of the Finance Group that include discussions on S75s.</b></p> <p>LJ agreed the proposal in principle but it was agreed that LJ and colleagues would engage with CCG colleagues before giving a final decision, having not been directly involved before. LJ also outlined that the CCG needed to obtain a legal opinion on the proposal before giving a final decision. The CCG would not be able to confirm finances by the 31 January 2016 (as detailed in the paper). The paper asked –</p> <ul style="list-style-type: none"> <li>(i) Provide comments and amendments to the proposed approach to administering our integrated commissioning and service delivery arrangements under one high level s75 agreement.</li> <li>(ii) To agree to the use of deeds of variation to change historical s75 agreements into schedules of the open ended high level s75 agreement.</li> <li>(iii) To agree to recommend to the LBB HWWB that a new open ended s75 agreement be established between LBB Adult Social Care and BCCG. This agreement will replace the current overarching s75 agreement between LB B Adult Social Care and Barnet CCG (subject to legal advice)</li> <li>(iv) To provide advice and guidance on the appropriate governance routes to secure the legal agreements required to make these changes in each of the partner organisations.</li> <li>(v) To agree changes in the monitoring and review of s75 agreements and schedules as detailed in the report.</li> </ul> <p><b>The CCG to seek advice on the s75 paper and confirm their agreement.</b></p>	<p><b>ZG</b></p> <p><b>LJ/RH</b></p>

	<p><b>DW to send LJ and BR S75 Audit Report.</b></p> <p><u>S75 Finance</u></p> <p>The group reviewed the section 75 finances up to month 7 and would like to see more narrative linked to outcomes.</p>	<b>DW</b>
<b>9.</b>	<p><b>BCF - Q2 Performance report (to NHSE 27 November) , Finance Report</b></p> <p>DW explained that the report had been submitted to NHS England on the 27 November 2015. The non-elective admissions data shows increased admissions for:</p> <ul style="list-style-type: none"> <li>• Admissions in the 50-59 age group with particular emphasis on chest pain</li> <li>• Admissions in the over 85 age group linked to falls and fractures from falls</li> <li>• The 0-4 age group for viral infections which will inform the paediatric urgent care work currently being scoped.</li> </ul> <p>A performance report will be taken to a future HWBB to explain our current NEL performance; the report will focus on falls as well as the audits and work in the other areas.</p> <p>Quarter 3 data and finance will come to the next meeting of the Group.</p>	
<b>10.</b>	<p><b>HWBB – Forward Plan</b></p> <p>The group reviewed the forward work plan for the HWBB and heard that there will be work over the next few weeks to move the work plan to drive forward the JHWB Strategy 2015 – 2020.</p>	
<b>11.</b>	<p><b>Finance Group / JCEG –n Forward work programme</b></p> <p>Items to be added to the February agenda –</p> <ul style="list-style-type: none"> <li>• Public health commissioning intentions</li> <li>• CYP Plan</li> <li>• Corporate Parenting Pledge</li> </ul> <p>Health visiting to be added to a future agenda.</p>	
<b>12.</b>	<p><b>AOB</b></p> <p><u>Towards a sustainable health and social care economy</u></p> <p>DW updated the group about a piece of work that has started to review which aims to explore areas of opportunity around how to shape and influence a new type of health and social care offer that reflects our local aspirations for wellbeing, independence, and economic growth.</p>	<b>ZG</b>

<p><b>ZG to circulate review overview.</b></p> <p><u>BCF 15 / 16 Schedule and Deed of Variation</u></p> <p>DW explained that the Deed of Variation documents are ready to be signed by both organisations. DW has the authority to sign this off on behalf of the Council. The documents have been sent to the CCG Audit Chair and it was agreed at the last CCG Governing Body that the CCG would secure sign off under Chairs action (Audit Committee Chair) before Christmas.</p> <p><b>LJ to confirm by 17 December when the CCG will be able to sign the documents before 24 December 2015.</b></p>	<p><b>LJ</b></p>
<p><b>Next meeting – Wednesday 17 February 17 2016, 1pm – 3pm (Boardroom, NLBP)</b></p>	