

Approved at the meeting held on 16 January 2023

Minutes: Finance and Performance Committee

Monday 28 November 2022 at 11.00am, Virtual Meeting – MS Teams

	Name	Job Title	Organisation
Members in attendance	Roy Fisher (Chair)	Non-Executive Member	Lancashire and South Cumbria ICB
	Debbie Corcoran	Non-Executive Member	Lancashire and South Cumbria ICB
	Sam Proffitt	Chief Finance Officer	Lancashire and South Cumbria ICB
	Maggie Oldham	Chief Planning, Performance and Strategy Officer	Lancashire and South Cumbria ICB
	Roger Parr	Director of Performance and Assurance	Lancashire and South Cumbria ICB
	Katherine Disley	Director of Operational Finance	Lancashire and South Cumbria ICB
	Jim Birrell	Non-Executive Member	Lancashire and South Cumbria ICB
	Debra Atkinson	Company Secretary / Director of Corporate Governance	Lancashire and South Cumbria ICB
	Andrew Harrison	Director of Place and Programme Finance	Lancashire and South Cumbria ICB
	Stephen Downs	Director of Strategic Finance	Lancashire and South Cumbria ICB
	Becky Cope (notes)	Executive Assistant	Lancashire and South Cumbria ICB
Apologies			

Item	Note	Action by
Welcome and introductions		
1.	Roy Fisher welcomed everybody to the inaugural Finance and Performance Committee.	
Apologies for absence		
2.	There were no apologies for absence.	
Declarations of interest		

3.	There were no declarations of interest received.	
Draft Terms of Reference		
4.	<p>Debra Atkinson spoke about the draft Finance and Performance Terms of Reference (ToR) that have been shared with the members prior to the meeting in order to consider the membership, purpose of the committee and agree how performance aligns to the role of the Quality Committee and if the Digital Chief Officer's role is linked to performance improvement.</p> <p>A discussion took place, and the following points were noted:</p> <p>Roy Fisher talked about aligning this group with the Quality Committee and offered to have a conversation with the Chair to ensure that performance functions are covered within the relevant committee to avoid duplication.</p> <p>Andrew Harrison mentioned oversight of contracting within this group and specifically the Primary Care aspect of contracting, clarity is needed as to whether this element would come to this group or the Primary Care Committee.</p> <p>A further discussion took place with regards to the membership, and it was agreed to pause the involvement of the Chief Nurse and Medical Director until the Board Assurance Framework, has been approved by the ICB Executives. However, it was agreed that the Chief Digital Officer is to be included within the membership and to be invited to future meetings.</p> <p>A brief discussion was had with regards to nominating a Vice Chair of the committee, and it was agreed that Debbie Corcoran will undertake this role as a non-executive member of the ICB.</p> <p>ACTION: Roy to have a conversation with the Quality Committee Chair about the performance element of the agenda and if this needs to be covered within both committees.</p> <p>ACTION: Include Chief Digital Officer within the membership of the Finance and Performance Committee</p> <p>RESOLVED: Agreed that Debbie Corcoran will be vice chair.</p>	<p>RF</p> <p>DA</p>
Month 7 position (latest)		
5.	<p>Katherine Disley presented an updated set of slides that summarised the ICB financial position as at month 7 and outlines the current financial risk associated with delivering a balanced year end position.</p> <p>It was reported that as at month 7, the ICB is reporting a cumulative deficit position of £19.0m against a break-even plan. Whilst a balanced year end position continues to be forecast, there remains a significant level of risk associated with delivering the statutory requirement of break-even.</p> <p>The presentation summarises the key actions identified as part of the ICB Recovery Plan which are required to control expenditure in the remaining 5 months and fully mitigate the identified net risk position of £39.5m.</p> <p>Andrew Harrison reported on the actions that are being undertaken to mitigate the risk and advised that some have already been used to get to the current position.</p> <p>Roy Fisher added that as the last Quality Committee a paper was discussed with regards to a new Continuing HealthCare model of delivery, which was agreed by the members to support, however there is a financial impact. It was noted that the paper will be taken</p>	

	<p>to the ICB Board Part 2 on 7 November to discuss the financial implications.</p> <p>Jim Birrell commented that in terms of reporting it would be helpful to have a fuller explanation of the financial position as a whole and so that as a committee we can understand the budget and what requires action.</p> <p>It was requested by the committee to have an additional agenda item that outlines contracting and for this to illustrate performance and activity for future meetings.</p> <p>Roy thanked the members for their comments, and it was noted that as Chair of the committee a verbal update will be provided at the ICB Board on 7 December with regards to the financial position and the assurance that has been provided at this meeting.</p> <p>ACTION: Include Contracting Report as a future agenda item.</p>	DA/BC
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Month 6 Deep Dive and recovery process plus initial key messages		
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6.	<p>A paper was developed and shared with the committee that sets out the findings from the month 6 provider peer review process, including the financial risk, scope of mitigations and the financial recovery plan next steps.</p> <p>Stephen Downs explained that the current provider financial risk is £126m, which includes £101m of planning risk (down from £114m). A financial recovery plan is required by 25th November from all providers except Northwest Ambulance Service. And this will set out how a breakeven position will be delivered, and a minimum 3% recurrent CIP delivered.</p> <p>Stephen talked through a set of slides that outlined the forecast risk and the recovery plan process and advised the committee that he and a number of colleagues have been invited to a National and Regional assurance meeting on 30 November to provide an update on the latest financial position.</p> <p>Sam Proffitt suggested that she provide an update to the ICB Board, Part 2 meeting on 7 December, following the assurance meeting with Richard Barker and Julian Kelly, and will ensure that as part of agenda pack, the presentation is also circulated to the Board members.</p> <p>RESOLVED: The Committee noted the paper and the actions being taken to address the financial risk in the provider positions.</p>	
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Financial Assurance Framework		
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7.	<p>The paper provides the outputs from a piece of work commissioned through MIAA to advise on how to implement improvements in financial assurance across the different levels of the system.</p> <p>Sam advised that following a number of individual discussions and a full workshop with the senior finance community a report was produced by MIAA to examine the current national and local context in which the financial planning, monitoring and assurance is working across the system.</p> <p>The report provided a number of key recommendations to improve financial assurance, and these have been summarised in a slide set for the Committee.</p> <p>Jim Birrell commented on a couple of points within the accountability and improve assurance slides –</p> <p>1. It is suggested that each Trust’s Audit Committee should provide assurance to its Board that the Finance Committee is operating appropriately and is able to rely on the information it receives’. How will this be taken forward? and</p>	
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	<p>2. There needs to be a focus on improving the efficiency of non-Trust expenditure.</p> <p>Sam offered to seek clarity on these points and feedback to Jim.</p> <p>ACTION: Sam to review and seek clarity on the two recommendations that were put forward within the MIAA slides.</p> <p>RESOLVED: The Finance and Performance Committee noted the work that has been done to review the current financial assurance arrangements and support the recommendations made to improved it.</p>	SP
Approach to Performance Monitoring		
8.	<p>A set of slides were circulated that described the approach to reporting performance and show the latest published data for the LSC providers and population. This month's report focuses on acute providers and general practice. Future reports will take feedback from committee but may include wider System Oversight Framework metrics and mental health.</p> <p>A discussion took place, and the following points were raised as areas to focus on for future reporting: -</p> <ul style="list-style-type: none"> • insight into areas that have raised concerns and that the committee should be made aware of • need to understand the differing variations across organisations • clarity needed with regards to productivity and comparisons in different areas <p>RESOLVED: The committee noted the slides and endorsed the approach to reporting performance at future Finance and Performance Committee meetings.</p>	
Performance highlight report: position and plans for improvement		
9.	<p>A set of slides were shared for information that outlined the current position and plans for improvement with regards to pressures within the system.</p> <p>A discussion took place, and the following actions were noted:</p> <p>ACTION: Maggie Oldham and Roger Parr to have a meeting with David Levy to discuss how to improve Primary Care data reporting.</p> <p>ACTION: Undertake a deep dive on 2/3 areas e.g. A&E Performance to understand how the ICB is performance managing and bring back the details to the next meeting.</p>	MO/RP MO/RP
Finance and Performance Committee Forward Plan		
10.	<p>The draft forward plan was shared with committee.</p> <p>The forward plan has been drafted aligned to a meeting cycle of bi-monthly meetings and may change depending on the agreed frequency of meetings.</p> <p>This may also be developed further depending on the TOR of the committee.</p> <p>ACTION: Include contract report on the forward planner and ensure that it is a future agenda item.</p>	DA/BC
Protocol for changes to in-year revenue financial forecast		
11.	<p>The Protocol for changes to in-year revenue financial forecast paper was shared with the group for information.</p> <p>RESOLVED: The ICB Finance and Performance Committee noted the paper</p>	

Any other business

12. No further business was discussed.

Date and time of next meeting

The Chair thanked colleagues for their contributions to the inaugural meeting of the Finance and Performance Committee and the meeting closed.

Date of next meeting Monday 16 January 2023 at 10.00am