

ALLOCATIONS AND FINANCIAL PLAN

NOVEMBER / 2019

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If you need this document in a different format or language (e.g. large print, Braille, audio or easy read), please contact us on 01482 344700, or email HULLCCG.contactus@nhs.net, or write to: NHS Hull Clinical Commissioning Group, 2nd Floor, Wilberforce Court, Alfred Gelder Street, Hull HU1 1UY.

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Date Issued:	December 2019
Date to be reviewed:	12 th November 2021

Policy Title:	Allocations and Financial Plan Procedures	
Supersedes: (Please List)	Any previous versions of Allocations and Financial Plan Procedures	
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Policy Area:	Finance	
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1. INTRODUCTION

The allocations spreadsheet provides information on the CCG's funding allocations, initial budgets and budgetary changes in-year for both recurrent and non-recurrent sources of funding.

The Financial Plan is used to identify available resources and plan how to use them as efficiently as possible in future years.

2. SCOPE

This procedure is only applicable to finance staff.

This procedure is available on the CCG website.

3. POLICY PURPOSE AND AIMS

These procedures are to provide guidance to finance staff on regular updating the allocations and financial plan to enable planning and decision making to be undertaken by senior staff.

4. IMPACT ANALYSIS

4.1 Equality

The CCG is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines, and
- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

To ensure the above this policy has been Equality Impact Assessed (see Appendix 1)

4.2 Bribery Act 2010

NHS Hull Clinical Commissioning Group has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from The Bribery Act 2010.

The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed. The

penalties for any breaches of the Act are potentially severe. There is no upper limit on the level of fines that can be imposed and an individual convicted of an offence can face a prison sentence of up to 10 years.

For further information see <http://www.justice.gov.uk/guidance/docs/bribery-act-2010-quick-start-guide.pdf>.

If you require assistance in determining the implications of the Bribery Act please contact the Local Counter Fraud Specialist on telephone number 01482 866800 or email at nikki.cooper1@nhs.net.

Due consideration has been given to the Bribery Act 2010 in the review of this policy document and no specific risks were identified. –

5. NHS CONSTITUTION

5.1 The CCG is committed to:

- The achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- Ensuring they are taken account of in the production of its Policies Procedures and Guidelines.

5.2 This policy supports the NHS Constitution by committing to use NHS resources responsibly and fairly and providing best value for taxpayer's money.

6. RESPONSIBILITIES

6.1 Finance Team

It is the responsibility of the finance team to ensure all budget virements are documented and input correctly, obtain valid authorisation to assist with the completion of updating the MTFP and allocations.

6.2 Budget Holders

Budget holders are responsible as per Finance Guidelines to assist the finance team to ensure all budgets are correct in line with current contracts and projects and future financial plans.

7. PROCEDURE FOR UPDATING THE ALLOCATIONS SPREADSHEETS

The allocations spreadsheets are located in the following folder:

Y:\HULLCCG\Resources\Finance\20XX-XX\Allocations

It should be updated on a monthly basis in accordance with the reporting timetable.

Completion is usually required by the 8th working day of each month.

At the start of the financial year set up the first allocations spreadsheet for the year and enter the opening figures from the budget book. Cross check these figures against the figures input to the ledger. They should all match.

Use the budget virements (BV) electronic files (one with recurrent virements and the other with non-recurrent virements) to populate the allocations spreadsheet with the BVs input into Oracle each month. Use the electronic BV log and mark to show the details of each BV have been seen and also which have been entered onto the allocations spreadsheet.

Y:\HULLCCG\Resources\Finance\20XX-XX\Budget Virements (BV)

Recurrent Funding should be entered under one of the following headings:

- a) **RECURRENT ALLOCATIONS** – details of this type of funding will normally be provided by the CCG's Head of Finance. The funding will increase or decrease the overall total budget of the CCG.
- b) **CCG RECURRENT VIREMENTS (FYE)** – these are virements moving funding internally between different cost centres within the CCG. These are full-year adjustments.
- c) **CCG RECURRENT VIREMENTS (PYE)** – these are virements moving funding internally between different cost centres within the CCG. These are part-year adjustments, therefore only the part year effect of these movements should be entered, and
- d) **CCG RECURRENT VIREMENTS (FULL YEAR EFFECTS OF PART YEAR VIREMENTS)** – enter the FULL year effect of part year virements in this section

Non-Recurrent Funding should be entered under one of the following headings:

- a) **NON-RECURRENT ALLOCATIONS** – details of this type of funding will normally be on BV completed by the CCG Finance Manager. The funding will increase or decrease the overall total budget of the CCG.
- b) **CCG NON-RECURRENT VIREMENTS** - these are virements moving funding internally between different cost centres within the CCG. These are full-year adjustments (there will never be any part year effects for non-recurrent budget virements).

A description of each BV and the BV reference number should be entered at columns B and C on the first worksheet which is labelled SUMMARY. (NB – the entries in these columns automatically feed through to the other worksheets in the spreadsheet).

Taking each BV in turn, select the required worksheet and cost centre and enter the amounts in the appropriate column under the correct funding heading. The amounts should be entered in thousands. The amounts entered subsequently feed through to the SUMMARY worksheet.

Add new cost centres as appropriate and copy down any formulas. The name of the project/programme must be entered and must match description to be put in the financial plan.

Each individual worksheet within the allocations spreadsheet should be set up identically with exactly the same number of rows so that the formulae feed through correctly to the SUMMARY worksheet.

Check that the Total column entries on the SUMMARY worksheet are all nil. Otherwise check for input and/or formula errors and correct these.

When all the budget virements for the month have been added to the allocations spreadsheet, run the business intelligence report for the current financial year:

http://nww.sharedbusinessservices.nhs.uk/ISFE_homepage.htm

Business Intelligence - Budgets & Expenses Library – Detailed Budget History

Using the exported spreadsheet, copy the relevant columns into the TB tab. Check that validation where validation 2 tab totals does not equal zero, add in any missing code combinations.

Once reconciled, a new version of the allocations spreadsheet should be saved so that the process can be repeated with the following month's budget virements.

8. PROCEDURE FOR UPDATING FINANCIAL PLAN

Each month, following completion of the allocations spreadsheet, the CCG's Financial Plan should also be updated with the budget virements input to Oracle.

There will be several versions of the Financial Plan saved. Make sure that the correct version of the plan is updated. The Financial Plan is located in the following folder:

Y:\HULLCCG\Resources\Finance\20XX-XX\Financial Plan

Using the BV files, the first five worksheet tabs shaded in yellow should be updated with the budget virements input for the month. The information is then linked through to the last five green worksheets. Overall totals are fed through onto the SUMM worksheet. There are various checks on these worksheets which should be referred to on an ongoing basis to help identify input errors and cells which need linking.

All budget virements involving reserves or allocations have a reserves investment reference number which should be included in the description of the budget Virement. Also include in the description the BV number.

When updating the worksheets in the Financial Plan, funding is split between the programme/service descriptions and code combination.

Make sure the correct element in the plan is updated from the BV form. There is no

need to enter budget virements into the Financial Plan when funding is being re-profiled.

The funding on some budget virement forms may need to be split when being entered on the financial plan. This is because the amount may relate to more than one programme/service and/or reserves investment reference. These need to be input separately because functions are used to link information to other cells.

As each budget virement is input to the financial plan mark the relevant electronic BV log.

The totals on the YYYY NR Vir and YYYY Rec Vir worksheets should be nil as they are virements between individual CCG cost centres, and not additional allocations/funding.

The YYYY Rec Alloc and YYYY NR Alloc worksheets will not balance to zero as the amounts represent funding allocations which either increase or decrease the total CCG budget, therefore the totals at the Recurrent Allocations and Non-Recurrent Allocations columns on the SUMM worksheet will also not balance to nil.

Non recurrent budget virements involving reserves and no allocations

These should be entered on the yellow YYYY NR Vir worksheet. Enter the details in the top section of the worksheet and go to the bottom section to link it through to the top section. Go to the relevant reserves reference number on the green Res worksheet and link the information from the YYYY NR Vir.

Recurrent budget virements involving reserves and no allocations

These should be entered on the YYYY Rec Vir worksheet. Enter the details in the top section of the worksheet and go to the bottom section to link it through to the top section. Go to the relevant reserves reference number on the Res worksheet and link the information from the YYYY Rec Vir.

Where a BV has a part year effect, the FULL year amount should be entered onto the YYYY Rec Vir and an adjusting amount onto the YYYY NR PYE worksheet.

Budget virements not involving reserves or allocations

Budget virements which do not involve reserves or allocations are entered in the bottom section of the YYYY Rec Vir or YYYY NR Vir worksheets as appropriate with figures being entered and no linking.

Budget virements involving allocations

Enter details on the YYYY Rec Alloc or YYYY NR Alloc as appropriate. Enter the details in the relevant section. For allocations involving reserves go to the relevant reserves reference number on the Res worksheet and link the information from the

YYYY Rec Alloc or YYYY NR Alloc worksheets.

When a cost centre code does not appear in the Financial Plan, insert a row in the appropriate worksheet shaded in yellow. Also ensure that the new cost centre is included in the green worksheets and add the formulae to the appropriate columns to link it through to the yellow worksheets.

Check the Validations worksheet for any cells coloured red and correct any errors.

When all budget virements have been input to the financial plan ensure that the links at the bottom of the allocations spreadsheet has been updated to the current financial plan (the links at the bottom of the summary tab ensure that it balances overall and the links at the bottom of the individual section tabs, 'i.e. NHS, Non-NHS, Primary Care and Corporate ensure the each cost centre matches to the allocations spreadsheet.

Reconcile the amounts of each reserve investment in the Financial Plan against the Reserves Monitor. This is located in

Y:\HULLCCG\Resources\Finance\XXXX-XX\Reserves Monitor\Reserves Monitor XXXX-XX.xlsx. On a separate worksheet on the Reserves Monitor spreadsheet use the SUMIF function to obtain the figures. Look into any differences and update as appropriate.

Quarterly update the budget book to be distributed around the CCG via email. The latest budget book will be found in Y:\HULLCCG\Resources\Finance\XXXX-XXBudget book

Copy the latest TB into the TB tab and the latest MTFP into a new tab. Link the formulas on the individual sheets of the budget book to show any movements showing recurrent and non recurrent movements in separate columns.

Use the cost centre and TB validation tabs to reconcile back to the ledger and the financial plan.

9. MONITORING AND REVIEW

These procedures will be reviewed annually, more frequently if required.

Guidance and support will be provided as and when required by the CCG finance team

APPENDIX 1

Please refer to the EIA Overview & Navigation Guidelines located in Y:\HULLCCG\Corporate Templates and Forms\Equality and Diversity Information before completing your EIA)

HR / Corporate Policy Equality Impact Analysis:	
Policy / Project / Function:	Allocations and Financial Plan V4.0
Date of Analysis:	19 th September 2019
Completed by: (Name and Department)	Victoria Rimmington, Finance Manager
What are the aims and intended effects of this policy, project or function?	These procedures are to provide guidance to finance staff on regular updating the allocations and financial plan to enable planning and decision making to be undertaken by senior staff.
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	No significant changes made
Please list any other policies that are related to or referred to as part of this analysis	Finance Guidelines
Who will the policy, project or function affect?	Finance staff at Hull CCG
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	IAGC
Promoting Inclusivity and Hull CCG's Equality Objectives. How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation? How does the policy promote our equality objectives: 1. Ensure patients and public have improved	This policy applies to all regardless of any protected characteristic. This policy is available on the internet and is available in different formats and languages If necessary

<p>access to information and minimise communications barriers</p> <p>2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job</p> <p>3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve</p> <p>Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs</p>	
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Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Recruitment data, e.g. applications compared to the population profile, application success rates</p> <p>2: Complaints by groups who share / represent protected characteristics</p> <p>4: Grievances or decisions upheld and dismissed by protected characteristic group</p> <p>5: Insight gained through engagement</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</p>

Assessing Impact

Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?

(Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
<p>It is anticipated that these guidelines will have a positive impact as they support policy writers to complete meaningful EIAs, by providing this template and a range of potential issues to consider across the protected characteristics below. There may of course be other issues relevant to your policy, not listed below, and some of the issues listed below may not be relevant to your policy.</p>				
Gender	✓			This procedure has been considered to have no impact and applies to all regardless of gender
Age	✓			This procedure has been considered to have no impact and applies to all regardless of age
Race / ethnicity / nationality	✓			This procedure has been considered to have no impact and applies to all regardless of any religion race, ethnicity or nationality
Disability	✓			This procedure has been considered to have no impact and applies to all regardless of any disabilities
Religion or Belief	✓			This procedure has been considered to have no impact and applies to all regardless of any religions and/or beliefs

1. ¹ The action is proportionate to the legitimate aims of the organisation (please seek further advice)

Sexual Orientation	✓			This procedure has been considered to have no impact and applies to all regardless of sexual orientation
Pregnancy and Maternity	✓			This procedure has been considered to have no impact and applies to all regardless of pregnancy or maternity
Transgender / Gender reassignment	✓			This procedure has been considered to have no impact and applies to all regardless of transgender or gender reassignment
Marriage or civil partnership	✓			This procedure has been considered to have no impact and applies to all regardless of marriage or civil partnerships

Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?


Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

Sign-off

All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs

I agree with this assessment / action plan

If disagree, state action/s required, reasons and details of who is to carry them out with timescales:



Signed:

Date: 27.09.19