

PC 45a  
Ymchwiliad i ofal sylfaenol  
Inquiry into primary care



CYMRU  
NHS  
WALES

Gwroddieth y Cymunedol gan: Bwrdd Iechyd Prifysgol Cwm Taf  
Additional information from: Cwm Taf University Health Board  
Cwm Taf  
University Health Board

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JP/SB  
12 June 2017

Dr Dai Lloyd AM  
Chair, Health, Social Care and Sport Committee  
National Assembly for Wales  
Cardiff Bay  
Cardiff  
CF99 1NA

Dear Dr Lloyd,

### **Health, Social Care and Sport Committee Inquiry into GP Clusters**

Please find below the answers to your questions requested in your letter dated 16<sup>th</sup> May 2017.

#### **When are you notified by the Welsh Government of your CDM allocation for the financial year ahead?**

The central finance team is generally notified of the allocation on or around the first week of April.

#### **At what point in the financial year is the CDM Funding provided to you by the Welsh Government?**

Allocation is received around the same time as the notification. In 2017/18 this was on the 1<sup>st</sup> April 2017.

#### **What is the process for you to release that funding to the individual clusters in your area?**

The clusters are informed of their cluster allocation as soon as the notification is received by the Health Board. Following this the clusters discuss and agree their spending plans for the forthcoming year. The funding is held centrally as is directed by Welsh Government and is released in a number of ways depending on the scheme or initiative being progressed. If the clusters wish to procure services via the UHB, which has been the preference to date, they can do this but they are made aware that we have Standing Financial Instructions which need to be followed. In order to inform the clusters of the process and provide support the Health Board has drafted and provided 'guiding principles', as attached in Appendix 1. On some occasions the practices have decided to procure services themselves and if this is the case payment is made on receipt of invoice and via the oracle payments system. Where initiatives involve the employment of staff the recruitment is usually undertaken by the Health Board and therefore the staff are paid via payroll services. In a small number of circumstances staff will be employed by the cluster or a practice and then reimbursement will be made upon receipt of an invoice via oracle.

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#### **Return Address:**

Ynysmeurig House, Navigation Park, Abercynon, CF45 4SN

Chair/Cadeirydd: Dr C D V Jones, CBE

Chief Executive/Prif Weithredydd: Mrs Allison Williams

**What were your total CDM allocations for the financial years 2014-15; 2015-16; 2016-17; 2017-18?**

2014-15; £610,000  
2015-16; £610,000  
2016-17; £1,017,000  
2017-18; £1,017,000

**What was the total CDM spend for the financial years 2014-15; 2015-16; 2016-17 (with an explanation of any variance between spend and allocation)?**

2014-15; £612,000  
2015-16; £744,000. The CDM allocation was spent in full but this figure shows an over spend of £134,000 this year as the cluster was give additional non recurrent monies to enable them to explore winter pressure initiatives.  
2016-17; £1,017,000

**A breakdown of what the CDM was spent on, including central LHB support to clusters;**

Please see the attached excel spreadsheet in Appendix 2.

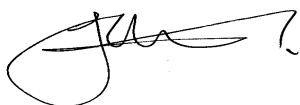
**On average, for the past three years, what percentage of the CDM funding was held centrally to fund salaries of posts based in clusters.**

Please see the attached spreadsheet. The CDM allocation is spent purely on clinical services within the clusters. This can include posts such as clinical pharmacists, communications officer, GP social workers (GPSO) etc as detailed in the attached financial spreadsheet.

In addition to the delegated cluster allocation the Health Board also funds centrally from a separate funding stream additional resources to support cluster development and has done so since the introduction of the cluster domain in 2014/15. The funding is as follows:

- Four Cluster Development Managers employed by the Health Board role it is to provide support and guidance to a cluster. The annual expenditure for these posts is as follows:  
2014-15; £92,000  
2015-16; £184,000  
2016-17; £184,000
- Sessional payment for cluster leads. GP cluster leads receive £250 per session per week for 42 weeks of the year and practice manager cluster leads receive £100 per session per week for 42 weeks of the year. This is in recognition that the clusters leads undertake work over an above the time identified in the cluster domain itself. This payment has been in place for since 2014/15.

Yours sincerely,



**John Palmer**  
**Director of Primary, Community and Mental Health**  
**Cwm Taf University Health Board**

cc Grant Duncan, Primary Care Division, WG  
Karin Phillips, Primary Care Division, WG

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## **Principles of approach**

## **GP Cluster monies**

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### **Introduction**

The purpose of this document is to brief the Primary Care Development Managers, Localities and Primary Care Managers, Finance Managers and appropriate NWSSP staff, on the approach to procuring goods and services in relation to the 3 Year funding from WG to develop, modernise and innovate services within the Primary Care Cluster groups within CTUHB.

### **Planning**

Key points for consideration;

- Whole life costing, ensuring that all costs are taken into consideration when undertaking negotiations with companies.
- Future proofing any further annual commitments; through setting fixed pricing for any potential extension options
- Payments; frequency
- ICT; ensuring where appropriate engagement with NWIS. It is worth noting that there is a Framework available for GP Systems and Services, Framework Agreement P189. This framework should have pre-determined costs
- Point of Care; where possible engagement with the Point of Care Team within CTUHB for purposes of governance and expertise
- Clinical Engineering; where appropriate to offer support and advice on medical devices

### **Procure to Pay Process**

It is important to note that the monies have been provided by WG to the GP clusters; CTUHB are the financial brokers and therefore a lighter touch approach will be undertaken

Following a review of the current GP Cluster programme there appears to be 4 distinct areas of requirements which would have a differing of approach to payment.

#### Area 1 – Re-imbursement for GP time (e.g. Software referral template developed by a GP)

- This would be considered as a one-off manual payment
- GP would invoice the CTUHB via Primary Care Development Managers, ensuring reference is made clearly on the invoice to the specific scheme or project that has been approved via the GP Cluster monies
- Primary Care Development Manager to contact Natalie Hole in NWSSP Accounts payable to determine if the GP is already set up within Oracle
  - Yes – Invoice to be authorised by *to be* confirmed with the Head of Primary Care with a cost centre and subjective code
  - No – Supplier Set-up form to be completed (appendix 1) send through to Procurement; Catherine Scully and or Paul Thomas
  - Authorised invoices to be sent through to Natalie Hole AP

#### Area 2- Staff

- Dealt with via Payroll with the appropriate financial code

#### Area 3 – Non Pay items not practical to raise PO (e.g. Wi-fi)

- GP will pay for service and submit an invoice with proof of purchase
- Process will be the same as Area 1

#### Area 4 – Non Pay Goods and Services

- Quotation and company discussions to be conducted outside Procurement (unless specific guidance is required)
- Quotation to be issued by supplier
- Requisition to be raised in Oracle; with reference to the specific scheme or project ***for noting if goods are to be delivered directly to the GP practice please ensure that there is reference to this in the body of the requisition notifying supplier***
- If supplier is not on oracle please complete Supplier set-up from Appendix 1
- Purchase order to be raised by Procurement and sent through electronically to company
- Invoice will be sent directly through to Accounts Payable within NWSSP
- Order to be receipted by Primary Care Development Managers team once GP's have confirmed goods or services have been received

### Useful Contacts

Business Area	Name	Contact number	e-mail
Procurement Services	Annmarie Pritchard	(01685) 726380 or PCH ext 6380	<a href="mailto:Annmarie.pritchard@wales.nhs.uk">Annmarie.pritchard@wales.nhs.uk</a>
Procurement Services	Catherine Scully	(01685) 726583 or PCH ext 6583	<a href="mailto:Catherine.scully@wales.nhs.uk">Catherine.scully@wales.nhs.uk</a>
Procurement Services	Paul Thomas	(01685) 726422 or PCH ext 6422	<a href="mailto:Paul.Thomas@wales.nhs.uk">Paul.Thomas@wales.nhs.uk</a>
Accounts Payable	Natalie Hole	(029)20903801	<a href="mailto:Natalie.hole@wales.nhs.uk">Natalie.hole@wales.nhs.uk</a>
Finance	Claire Marley	(01443) 486222 ext 3819 or DSH ext 3819	<a href="mailto:Claire.Marley@wales.nhs.uk">Claire.Marley@wales.nhs.uk</a>
Finance	Sue Holroyd	(01443) 443841	<a href="mailto:sue.holroyd@wales.nhs.uk">sue.holroyd@wales.nhs.uk</a>
Point of Care	Mark Henry	(01685) 728459 or PCH ext 8459	<a href="mailto:Mark.henry@wales.nhs.uk">Mark.henry@wales.nhs.uk</a>
Clinical Engineering	Wayne Goodfield	(01443) 443629 or RGH ext 3629	<a href="mailto:Wayne.goodfield@wales.nhs.uk">Wayne.goodfield@wales.nhs.uk</a>

Cluster spend 2015-16

Action Hearing Loss	4116.47
BP Pods	27111
BP Podsync additional cuff / Williams Med supplies	20333
Cancer CPD	2638
Clinical Pharmacist	64692
Cluster costs	1698
Cluster meetings	10508
Commications Officer -T Bodden	1994
Coughacheck	3490.08
Defibs x 8	8000
ECG x 12	45877.2
Educational; room hire etc	34
Egton Medical Inf Web GP - triage	47917
EMIS Mobile	4620
GP & PM input for Vision Anywhere	12804
GPSAT Training	4440
MISCO Tablets	6605.78
Numed	46021.74
NUMED ECG MACHINES	28413
NUMED ECG/Spirometry MACHINES	38781.6
NUMED Information display system	63459.58
Parc Canol - Elly Thomas recruit of Cluster Pharmacist	250
Patient Partner Software	61487.7
Practice ECG & Spirometry	4108.2
Practice Wireless	899.24
Room hire	120
Screen check in	39107
Vision Anywhere	15426
Vision Anywhere - Hardware	6995.15
Vision Anywhere - Software (Licences?)	20760
Vision Anywhere - Wifi Installation & contract costs	98.99
Vision Templates	3000
Weighing Scales	6354.6
WiFi	12684.61
Winter Pressures	129577.6

£744,423.54

## Cluster spend 2016-17

Website	4619.88
Facebook Advertising	150
Comms officer	9548
Pharmacist	118000
Workflow	41181.44
Training	29000
Physiotherapist	9728
NUMED	6777.6
Recruitment & Retention	1300
Meetings	717
MIND	85481
employment costs for 3 WTE pharmacists April 16-March 17	165000
Q Centre - June 16	108
The Conference Centre - July 16	150
The Conference Centre - Sept 16	150
The Conference Centre - Nov 16	340.2
The Conference Centre - Jan 17	310.2
The Conference Centre - Feb 17	310.2
Phone system installation costs - outstanding from 15/16 - Parc Canol	144
voice connect works telephone system New Park 15/16	1665
1 year cost Ynysybwl (agreed AW & MM 16.11.16)	288
Voice Recognition	26119
Mind SLA	85481
Evening Flu Clinic	840
Vision in Practice (£125 per month x 8 practices x 5 months 16/17)	7200
Cost for P.Rowe attendance at 3 Cluster meetings	750
Backfill of PM / GP attendance at cluster meetings	2300
AWalters - attendance Webpage meeting 2.11.16	100
AWalters - attendance Pharmacy working group 31.08.16	100
J Finnegan attendance at meeting	250
Cluster Pharmacist	58607
Cluster Pharmacist	53723
Reserved for meeting attendance	1250
Workflow redirection expenses - travel/accomodation/subsistence	2805
VISION training - Insight Solutions	3900
MIND Active Monitoring	83481
Merthyr Tydfil County Council GPSO	215220

£1,017,094.52