

Highlight & Exception Report

Programme Name

Southampton BCF Finance and Performance Group

High Level Description of Programme

Summary Highlight Report for the BCF finance and performance group Month 5



Highlights

Looking back: Key activities completed in the last 8 weeks

1 - NHSE letter received. BCF plan approved

2 - Guidance received on new reporting to be completed and sign off required

3 - Finance Areas to note at Month 3

Start Well

- None to date

4 - Live Well

As per previous reporting

- Rows 38/41: LD Placements/Packages. Forecast overspend due to complexities of fluctuating

5 - Age Well

- Row 102/106: JES contract. Increase in orders across all organisations. Significant overspend meeting to share insight.

- Rows 107/108: DFG, unspent funds will be rolled forward into next year as per previous meeting

6 - Summary

Currently forecasting £1.59m overspend



Key Risks, Issues & Escalations

Note - open risks with a current score of 12 or more and issues with a current score of 15 or more

Description

Risk/Issue	Title	What could happen/ has happened?	Because of what?	Probability
Risk	DFG	Waiting list is not reduced as expected as per NHSE expectation and monitoring of finances	Staffing, adaption equipment, general processes.	3 - Possible
Issue	LD Placements/ Packages	Budget significantly overspent	Cost of individuals can impact on the budget greatly and is challenging to plan for	4 - Likely
Issue	JES contract	Budget overspend	All organisations seeing an in increase in orders	4 - Likely



	Looking forward: Key activities due to be completed
	1 - S75 agreement to be updated and signed off by 31 Oct
	2 - Quarterly reporting to start. First return due 31 Oct
	3 -
	4 -
g LD package numbers	
nd. Monitoring required. SM invited to	5 -
ting.	6 -

or more will be automatically populated from the risks and issues log into the table below

Current Score	Management
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Impact	Score	Controls already in place Things that are already in place that have minimised or managed the impact of the risk should it materialise or the impact of the issue if it has materialised, or the likelihood of the risk materialising.	Further actions required Actions required to further mitigate the risk or manage the issue to an acceptable level.
3 - Moderate	9 High	Procedures and processes are in place to expedite waiting list	Monitor
4 - Major	16 Very High	Monitoring of the budget and escalate	Monitor
4 - Major	16 Very High	Monitoring of the budget. An understanding of the increase in orders.	Monitor

Programme Team	
Senior Responsible Executive (SRE)	Cllr Fielker
Senior Responsible Owner (SRO)	Terry Clark
Operational Lead	Donna Chapman
Programme Manager	Sarah Turner

Completed in the next 8 weeks

1 October 23

October 23 and signed off by HWB. Included in the return is a refresh of Capacity and Demand plan.

Escalation

Requires Escalation?	Why does it need escalation?	Where is it being escalated to?	Action Requested
No			
No			
No			



Info & Guidance

Complete the white boxes (note, some cells will autopopulate using information from other tabs in the workbook)

Please keep your highlights high level and succinct - the report is to demonstrate key actions or deliverables that have been achieved over the past 4 weeks, or what's on track to be achieved over the next 4 weeks.

Risk/Issue scoring matrix

What's the difference between a risk and an issue?

- A risk is something that could happen.
- An issue is something that has happened. All issues therefore have a probability rating of 5 (certain).

Risk and Issue Score		Probability				
		1 Very Unlikely	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Impact to the Project	5 Catas-trophic	5 Medium	10 High	15 Very High	20 Very High	25 Very High
	4 Major	4 Medium	8 High	12 High	16 Very High	20 Very High
	3 Moderate	3 Low	6 Medium	9 High	12 High	15 Very High
	2 Minor	2 Low	4 Medium	6 Medium	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Medium	5 Medium

