Better Care Fund 2024-25 Quarter 1 Reporting Template

1. Guidance for Q1

Overview

The Better Care Fund (BCF) reporting requirements are set out in the BCF Planning Requirements document for 2023-25, which supports the aims of the BCF Policy Framework and the BCF programme; jointly led and developed by the national partners Department of Health and Social Care (DHSC), Ministry of Housing, Communities and Local Government (MHCLG), NHS England (NHSE), working with the Local Government Association (LGA) and the Association of Directors of Adult Social Services (ADASS). The addendum to the Policy Framework and Planning Requirements published in March 2024 provides further information on the reporting requirements for 24-25.

The key purposes of BCF reporting are:

1) To confirm the status of continued compliance against the requirements of the fund (BCF)

2) To confirm actual income and expenditure against BCF plans, actual outputs against planned, and progress against metrics

3) To identify areas of challenge and good practice to inform national conversations around support requirements

4) To enable the use of this information for national partners to inform future planning frameworks and for local areas to inform improvements

The information submitted within reports should be used by ICBs, local authorities, HWBs and service providers to understand and improve both planning processes and the integration of health, social care and housing.

Q1 reporting will only focus on the Discharge Fund.

Requirement

BCF reports submitted by local areas are required to be signed off by HWBs, including through delegated arrangements as appropriate, as the accountable governance body for the BCF locally. Aggregated reporting information will be published on the NHS England website.

Note on entering information into this template

Throughout the template, cells which are open for input have a yellow background and those that are pre-populated have a blue background and those that are not for completion are in grey, as below:

Data needs inputting in the cell

Pre-populated cells

Not applicable - cells where data cannot be added

Note on viewing the sheets optimally

To more optimally view each of the sheets and in particular the drop down lists clearly on screen, please change the zoom level to between 90% - 100%. Most drop downs are also available to view as lists within the relevant sheet or in the guidance tab for readability if required.

The row heights and column widths can be adjusted to fit and view text more comfortably for the cells that require narrative information.

Please **DO NOT** directly copy/cut & paste to populate the fields when completing the template as this can cause issues during the aggregation process. If you must 'copy & paste', please use the 'Paste Special' operation and paste 'Values' only.

The details of each sheet within the template are outlined below.

Checklist (2. Cover)

1. This section helps identify the sheets that have not been completed. All fields that appear as incomplete should be complete before sending to the BCF team.

2. The checker column, which can be found on the individual sheets, updates automatically as questions are completed. It will appear 'Red' and contain the word 'No' if the information has not been completed. Once completed the checker column will change to 'Green' and contain the word 'Yes'

3. The 'sheet completed' cell will update when all 'checker' values for the sheet are green containing the word 'Yes'.

4. Once the checker column contains all cells marked 'Yes' the 'Incomplete Template' cell (below the title) will change to 'Template Complete'.

5. Please ensure that all boxes on the checklist are green before submitting to england.bettercarefundteam@nhs.net and copying in your Better Care Manager.

2. Cover

1. The cover sheet provides essential information on the area for which the template is being completed, contacts and sign off. Once you select your HWB from the drop down list, relevant data on metric ambitions and spend from your BCF plans for 2023-24 will prepopulate in the relevant worksheets.

2. HWB sign off will be subject to your own governance arrangements which may include a delegated authority.

3. Please note that in line with fair processing of personal data we request email addresses for individuals completing the reporting template in order to communicate with and resolve any issues arising during the reporting cycle. We remove these addresses from the supplied templates when they are collated and delete them when they are no longer needed.

3. Spend and activity

The spend and activity worksheet will collect cumulative spend and outputs for Q1 for schemes against planned values and scheme types.

Once a Health and Wellbeing Board is selected in the cover sheet, the spend and activity sheet in the template will prepopulate data from the 24-25 BCF plans.

You should complete the remaining fields (*highlighted yellow*) with incurred expenditure and actual numbers of outputs delivered in Q1. - Actual expenditure to date in column J. Enter the amount of spend to date on the scheme.

- Outputs delivered to date in column L. If a unit is shown in colmn L for a scheme, enter the number of outputs delivered to date. For example, for a reablement and/or rehabilitation service, the number of packages commenced. If no unit is attached, enter NA.

For reporting of outputs, the collection only relates to scheme types that include outputs. These are shown below:

Scheme Type

Assistive technologies and equipment Home care and domiciliary care Bed based intermediate care services Home based intermediate care services DFG related schemes Residential Placements Workforce recruitment and retention Carers services Units Number of beneficiaries Hours of care (unless short-term in which case packages) Number of placements Packages Number of adaptations funded/people supported Number of beds/placements Whole Time Equivalents gained/retained Number of Beneficiaries

- Implementation issues in columns N and O - If there have been challenges in delivering or starting a particular service (for instance staff shortages, or procurement delays) please answer yes in column P and briefly describe the issue and planned actions to address the issue in column Q. If you answer no in column P, you do not need to enter a narrative in column Q.

3. Spend and activity (new schemes)

At the top of tab 3, in cell I3, there is a hyperlink leading you to the "add new schemes" section.

For any additional Discharge Fund schemes that have been introduced in Q1, please fill in the details of these schemes in the "add new schemes" section.

If no new schemes have been introduced since the 24-25 plan then this can be left blank.





Better Care Fund 2024-25 Quarter 1 Reporting Template

2. Cover

Version 1.0

Please Note:

- The BCF quarterly reports are categorised as 'Management Information' and data from them will published in an aggregated form on the NHSE website. This will include any narrative section. Also a reminder that as is usually the case with public body information, all BCF information collected here is subject to Freedom of Information requests.

- At a local level it is for the HWB to decide what information it needs to publish as part of wider local government reporting and transparency requirements. Until BCF information is published, recipients of BCF reporting information (including recipients who access any information placed on the Better Care Exchange) are prohibited from making this information available on any public domain or providing this information for the purposes of journalism or research without prior consent from the HWB (where it concerns a single HWB) or the BCF national partners for the aggregated information.

- All information will be supplied to BCF partners to inform policy development.

- This template is password protected to ensure data integrity and accurate aggregation of collected information. A resubmission may be required if this is breached.

Health and Wellbeing Board:	Trafford								
Completed by:	Cathy O'Driscoll, Associate Director of Transformation and Delivery NHS GM Trafford and Karen Ahme								
E-mail:	Karen. Ahmed@trafford.gov.uk Cathyodriscoll@nhs.net								
Contact number:	N/A								
Has this report been signed off by (or on behalf of) the HWB at the time of submission?	No								
If no, please indicate when the report is expected to be signed off:	Tue 17/09/2024 << Please enter using the format, DD/MM/YYYY								



When all questions have been answered and the validation boxes below have turned green you should send the template to england.bettercarefundteam@nhs.net saving the file as 'Name HWB' for example 'County Durham HWB'.

	Complete:
2. Cover	Yes
3. Spend and activity	#REF!
3.Spend and activity (new schemes)	#REF!

^^ Link back to top

	Better Care Fund 20	24-25 Quarter 1 Repoi	rting Template							
3. Spend and activity (D	ischarge Fund onl	y)			Add new schemes	<u>e</u>	existing scheme	es		
Selected Health and Wellbeing Board:			Trafford]	
Checklist						Yes		Yes	Yes	Yes
Scheme ID Scheme Name	Brief Description of Scheme	Scheme Type	Sub Types	Source of Funding	Planned Expenditure	Actual Expenditure to date	Planned outputs	Outputs delivered to date (estimate if unsure) (Number or NA)	Have there been any implementation issues?	If yes, please briefly describe the issue(s) and any actions that have been/are being implemented as a result.

									(Number or NA)			
29	D2A Beds	Temporary beds to expedite hospital discharges	Residential Placements	(without	Local Authority Discharge Funding	£1,000,000	£202,000	20		Number of beds	No	
31		Temporary beds to expedite hospital discharges	Residential Placements	(without	Funding	£350,000	£85,500	80			No	
		GP cover for residents in D2A beds			Funding	£216,000	£53,889	20			No	
		Pharmacy cover for residents in D2A beds		Other	ICB Discharge Funding	£115,000	£28,752	20		Number of beds	No	
	Asset based community capacity	Intermediate Care	Bed based intermediate Care Services (Reablement, rehabilitation, wider short-	Bed-based intermediate care with rehabilitation	Local Authority Discharge Funding	£845,750	£211,000	36		Number of placements		Please note, the unit of measure is incorrect and should be Number of beds.
45	Hospice Beds	Hospice Beds	Other		ICB Discharge Funding	£176,000	£44,100		NA		No	
46	Specialist Pallative Care Team	team.	Community Based Schemes	Multidisciplinary teams that are supporting	ICB Discharge Funding	£277,000	£0		NA		Yes	Recruitment delays
47		Mental Health Crisis Beds	Other	0	ICB Discharge Funding	£286,000 £75,000	£71,500				No	
48		Recovery beds following discharge from hospital. Reablement packages	High Impact Change Model for Managing Transfer of Care High Impact Change Model	Home First/Discharge to Assess - process Home	ICB Discharge Funding ICB Discharge	£423,000	£11,000 £140,000		1		No	
		following a Hospital Discharge		First/Discharge to Assess - process Home	Funding	£76,000	£76,000		70			
50		Reablement packages following a Hospital Discharge			Discharge Funding	£76,000	176,000		70		No	

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Adding New Schemes (Discharge Fund only):

	Brief Description of Scheme		Source of Funding	Planned Expenditure	Actual Expenditure to date	(Number or NA)	Outputs delivered to date (estimate if unsure) (Number or NA)	Unit of Measure	Have there been any implementation issues?	If yes, please briefly describe the issue(s) and any actions that have been/are being implemented as a result

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