

Health and Care Research Wales Support and Delivery Centre

Agreed Spending Plan & Monthly Financial Status Reports 2020/21 Guidance

Circulation for Action: NHS Organisations in Wales

1. Purpose of this guidance document

The aim of this document is to provide an overview of the local support and delivery funding for 2020/21 and how to complete the monthly financial status reports; which includes actual and revised forecast expenditure for Local Support & Delivery Funding, covering Delivery (including R&D Office Costs), Development and R&D directors/leads. This guidance should be read alongside '*All Wales Support and Delivery Funding Technical Guidance for NHS Organisations and Support and Delivery Centre 2020/21.*'

2. Agreed Spending Plans / Monthly Financial Status Reports process

The Local Support and Delivery Spending Plan template for 2020/21 has been developed with the intention that it can be used by NHS organisations as a local day-to-day financial management tool for recording Local Support and Delivery income and expenditure. This will allow for straightforward monthly financial status reports to be submitted to the Research Funding team within the Support and Delivery Centre. The purpose of monthly financial status reporting is explained in the technical guidance.

The template consists of five worksheets:

- Summary
- Delivery
- Development
- R&D Director/Leads
- Uncommitted

More detailed information regarding what is recorded in each column for delivery, development and R&D Directors/Leads can be found in Appendix 1.

Worksheet 1: Summary

This worksheet summarises all of the financial information within the rest of the spreadsheet and all of the columns self-populate.

A monthly and quarterly summary has been added to capture your revised forecast expenditure and any revisions to your Local Support and Delivery funding, as agreed with Welsh Government. At the beginning of the financial year the monthly breakdown is shown as equal twelfths of the annual total. Prior to submission of the month 1 financial status report, NHS Organisations should amend this breakdown to reflect a more accurate monthly forecast of all costs in each worksheet.

The Local Support and Delivery funding for your organisation for 2020/21 is shown in cell D32, which is made up of the committed cost of posts that Welsh Government have agreed to fund in 2020/21, listed in worksheets 2, 3 and 4. Any deviations from this plan on a monthly basis throughout 2020/21 will be reflected in the monthly totals and annual forecast/expenditure.

Funding will be administered to NHS Organisations quarterly in arrears, after the final monthly spending plans for each quarter have been signed off, based on the quarterly totals reported in row 32.

When making amendments to the costs reported within each worksheet throughout the year, any resulting variance from the initial Local Support and Delivery budget will be displayed in column R. If an overspend/underspend is displayed in cell R32, the resource incurring the increased/decreased cost will need to be reviewed by the Operational Reference Group as described in the technical guidance.

Worksheet 2: Delivery

This worksheet displays planned Research Delivery expenditure, and includes the committed Local Support and Delivery funded resource in line with the guidance documents '*All Wales Support and Delivery Funding Technical Guidance for NHS Organisations and Support and Delivery Centre 2020/21*' & *The appropriate use of NHS R&D Local Support and Delivery Funding*. Please refer to these documents when amending/adding new rows of expenditure.

The worksheet displays the information provided back to NHS Organisations' when the spending plans were agreed, with the addition of further columns to display the following information against each row of expenditure:

- **Monthly breakdown of Local Support and Delivery funded expenditure**
For each row of expenditure, the annual total has been divided into equal twelfths for reporting the monthly forecast. If necessary, please amend the monthly breakdown to report a more accurate profile.
- **Forecast full year expenditure**
This column **automatically calculates** the full year amount based on the figures entered in the monthly expenditure/forecast columns. Please do not delete the contents of this column as the formulae will not work.
- **Variance (from initial Spending Plan)**

This column **automatically calculates** the variance of the revised full year forecast, compared to the initial Spending Plan for 2020/21. Please do not delete the contents of this column as the formulae will not work.

Please note that a positive figure **depicts an overspend** and a negative figure **depicts an underspend**. Please use the comments column to explain variances, see guidance below.

- **Monthly breakdown of Cost Recovery**
Please enter the full amount (£) of monthly actual/forecast costs recovered. Please provide details of the source and an explanation of any changes throughout the year, using the comments column.
- **Forecast total cost recovery 2020/21**
This column **automatically calculates** the full year forecast cost recovery based on the figures entered in the monthly actual/forecast cost recovery columns. Please do not delete the contents of this column as the formulae will not work.
- **Monthly breakdown of expenditure funded from another source (optional)**
Please enter the full amount (£) of actual or forecast expenditure funded from other sources, for each month.
- **Forecast total expenditure funded from another source 2020/21**
This column **automatically calculates** the full year amount to be funded from other sources, based on the figures entered in the monthly expenditure/forecast columns. Please do not delete the contents of this column as the formulae will not work.
- **Monthly record of COVID-19 Activity:** Please enter information that will provide detail regarding any COVID-19 activity (such as set-up and delivery of COVID-19 studies and/or deployment to support the NHS in a non-research capacity etc).
- **NHS Organisation Comments**
Where there is a variance from the original spending plan (over or underspend), **please provide comments** to explain the reasons against each relevant line. Where appropriate, any reinvestment of underspend should be clearly stated. Where new lines are added to the template to show the potential options for reinvesting forecasted underspends, please refer clearly to the row number for ease of reference.

Worksheet 3: R&D Directors/Leads and Worksheet 4: Development

Worksheet 3 contains the costs of Organisational R&D Leads (such as R&D Directors and R&D assistant Directors).

Worksheet 4 contains the costs of Development posts agreed to be covered by Local Support and Delivery Funding in 2020/21. As outlined in the guidance document, the costs within the development cannot be repurposed

These worksheets display the forecasted expenditure in relation to R&D Director/Lead roles and development posts as agreed between Welsh Government and NHS Organisations', with the addition of further columns to display the following information against each row of expenditure:

- **Monthly breakdown of Local Support and Delivery funded expenditure**
For each row of expenditure, the annual total has been divided into equal twelfths for reporting the monthly forecast. If necessary, please amend the monthly breakdown to report a more accurate profile.
- **Forecast full year expenditure**
This column **automatically calculates** the full year amount based on the figures entered in the monthly expenditure/forecast columns. Please do not delete the contents of this column as the formulae will not work.
- **Variance (from Agreed Spending Plan)**
This column **automatically calculates** the variance of the revised full year forecast compared to the initial Spending Plan for 2020/21. Please do not delete the contents of this column as the formulae will not work.
Please note that a positive figure **depicts an overspend** and a negative figure **depicts an underspend**. Please use the comments column to explain variances, see guidance below.
- **NHS Organisation Comments**
Where there is a variance from the original spending plan (over or underspend), **please provide comments** to explain the reasons against each relevant line.
- **COVID-19 Activity Comments**
Please enter information that will provide detail regarding any COVID-19 activity (such as set-up and delivery of COVID-19 studies and/or deployment to support the NHS in a non-research capacity...etc).

Worksheet 5: Unfunded Posts

This sheet contains information regarding the posts/resources that haven't initially be funded by the local support and delivery funding in line with the '**All Wales Support and Delivery Funding Technical Guidance for NHS Organisations and Support and Delivery Centre 2020/21.**'

Once further work to establish if capacity is justified by staff already in post, if funding is available, discussions can take place about new posts on this sheet (recognising needs may have changed since it was compiled).

3. Purpose of the monthly financial status reports

Spending plan updates are due to be submitted to the Research Funding Team within the Health and Care Research Wales Support and Delivery Centre on a monthly basis throughout 2020/21.

The deadline for submission of each monthly financial status report will be the 12th working day of the following month (i.e. for April 2020, the monthly submission will be due by 19th May 2020). The table of the monthly financial status report submission dates are in Appendix 3.

The purpose of the monthly financial status reports 2020/21 are to:

- Review how NHS organisations have used their Local Support & Delivery Funding to date and whether expenditure has remained in line with the initial spending plan and highlight any changes that may have occurred
- Identify actual cost recovery undertaken by the NHS organisations, compared to the predicted cost recovery in the initial spending plans
- Review whether NHS organisations have spent their Local Support & Delivery Funding to date, in line with the ***All Wales Support and Delivery Funding Technical Guidance for NHS Organisations and Support and Delivery Centre 2020/21*** and the ***The Appropriate Use of NHS R&D Local Support & Delivery Funding guidance***
- Identify any challenges NHS organisations are facing in managing their Local Support & Delivery Funding, whether any additional support is required and whether the Support and Delivery Centre can provide any assistance
- Identify the level of COVID-19 related activity that has taken place during 2020/21

Please note that the ***All Wales Support and Delivery Funding Technical Guidance for NHS Organisations and Support and Delivery Centre 2020/21*** and ***Use of NHS R&D Local Support & Delivery Funding and Monitoring the Use of R&D allocations*** guidance documents can be found at:

<https://www.healthandcareresearch.gov.wales/nhs-randd-funding-policy/>

The guidelines for **attributing the costs of health and social care research & development (AcoRD)** policy for Wales can be found at <https://www.healthandcareresearch.gov.wales/research-route-map/finances-and-funding/identify-study-costs/>.

4. Support Available

The Research Funding Team are available to support organisations to answer queries, and can also help make changes to the spending plan and/or monthly financial status reports if required:

- Helen Hodgson, Senior Research Funding, Portfolio and Directory Manager
- Michael Holloway, Research Funding Manager
- Research-FundingSupport@wales.nhs.uk (02920 230457)

Appendix 1:

The Delivery worksheet is broken down as follows:

- **Column A: Name:** Post holder's full name.
- **Column B: Support Department:** Support department the resources relate to e.g. pathology, radiology, cardiology, respiratory, ophthalmology, etc.
- **Column C:** Any additional detail regarding the support department the resources relate to.
- **Column D: Post Type/ NHS Support Costs for investigations or procedures (drop down; please indicate):** Drop down menu to identify whether the resource is a Delivery, Management or Administration post, or whether the costs are to cover NHS Support Costs for investigations and procedures associated with non-commercial portfolio studies (e.g. Biochemistry or other lab costs).
- **Column E: Post Title:** The post title or a brief description of the resource
- **Column F: Detailed Description:** Detailed description of the resource, including what activities the post will be undertaking. *Please note that this column will flag cells in green if activities that may require cost recovery are entered.*
- **Column G: 'Is the post holder undertaking any of the following activities as a significant part of their role (over 10%)?: Data collection, CRF completion, commercial study activities, screening to check eligibility criteria, analysis or reporting?'** Yes/ No selected from the drop-down menu. This is intended to flag that cost recovery may be required (particularly if no detailed description is provided in Column F)
- **Column H: Band:** if the resources relate to a specific post, the banding of this post can be selected from the drop down menu, using the NHS Agenda for Change Banding. If a banding from a different pay scale applies, please select 'other' and specify this information in the comments or detailed description columns
- **Column I: WTE (if applicable):** if the resources relate to a specific post, the Whole Time Equivalent is entered in this column.
Please note that WTE refers to the recurring weekly hours worked by a member of staff, so should not be used for one off payments (these can be included, but no WTE is required – the comments column can be used to confirm that no WTE is applicable).
- **Column J: Agreed Spending Plan 2020/21:** The forecasted cost of each resource, between 01 April 2020 and 31 March 2021.
- **Column K: Equivalent Expenditure using 2017/18 Payscale (COMPLETE FOR PAY COSTS ONLY):** 2020/21 pay costs that would be incurred if staff continued to progress on the old Agenda for Change Payscale (2017/18)

- **Column L: Cost of Uplift (to year 3 of NHS Pay Award):** Auto populates the cost of the uplift, calculating the difference between costs entered in columns J and K.
- **Column M: S&DC Comments:** Comments/Queries that were provided by the Support and delivery Centre R&D Funding Team to prompt NHS Organisations to include/amend costs in the draft spending plan.
- **Column N: Planned cost recovery in 2020/21:** The forecasted amount that will be recovered against the post/ cost listed in 2020/21.
- **Column O: Net Research Delivery Spending Plan:** Auto populates the net expenditure to be funded by Local Support and Delivery funding, deducting cost recovery and pay uplift costs, if applicable.
- **Column P: If funded from another source, planned expenditure in 2020/21:** Costs that will be funded from sources other than Local Support and Delivery Funding in 2020/21.
- **Column Q: If funded from another source, enter source of funding:** The funding source or details of where the funding will come from, e.g. commercial research income; charitable funds, etc (free text)
- **Column R: NHS Organisation Comments 2020/21:** Please enter information that will provide more detail against each entry as required.

Appendix 2: Whole Time Equivalent Scale

WTE	Hours
0.10	3.750
0.15	5.625
0.20	7.500
0.25	9.375
0.30	11.250
0.35	13.125
0.40	15.000
0.45	16.875
0.50	18.750
0.55	20.625
0.60	22.500
0.65	24.375
0.70	26.250
0.75	28.125
0.80	30.000
0.85	31.875
0.90	33.750
0.95	35.625
1.00	37.500

Appendix 3: Monthly Financial Status Report submission dates 2020/21

Reporting Period	Submission Deadline
April 2020	19 th May 2020
May 2020	16 th June 2020
June 2020	16 th July 2020

July 2020	18 th August 2020
August 2020	16 th September 2020
September 2020	16 th October 2020
October 2020	17 th November 2020
November 2020	16 th December 2020
December 2020	19 th January 2021
January 2021	16 th February 2021
February 2021	16 th March 2021
March 2021	20 th April 2021