

Appendix 2

Better Care Fund 2023-25 Quarter 3 Quarterly Reporting Template

1. Guidance for Quarter 3

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 (DHSC), Department for Levelling Up, Housing and Communities (DLUHC), NHS England (NHSE), Local Government Association (LGA), working with the Association of Directors of Adult Social Services (ADASS).

The key purposes of BCF reporting are:

- 1) To confirm the status of continued compliance against the requirements of the fund (BCF)
- 2) In Quarter 2 to refresh capacity and demand plans, and in Quarter 3 to confirm activity to date, where BCF funded schemes include output estimates, and at the End of Year actual income and expenditure in BCF plans
- 3) To provide information from local areas on challenges, achievements and support needs in progressing the delivery of BCF plans, including performance metrics
- 4) To enable the use of this information for national partners to inform future direction and for local areas to inform improvements

BCF reporting is likely to be used by local areas, alongside any other information to help inform Health and Wellbeing Boards (HWBs) on progress on integration and the BCF. It is also intended to inform BCF national partners as well as those responsible for delivering the BCF plans at a local level (including ICBs, local authorities and service providers) for the purposes noted above.

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 capacity and demand 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.
4. 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. National Conditions

This section requires the HWB to confirm whether the four national conditions detailed in the Better Care Fund planning requirements for 2023-25 (link below) continue to be met through the delivery of your plan. Please confirm as at the time of completion.

<https://www.england.nhs.uk/wp-content/uploads/2023/04/PRN00315-better-care-fund-planning-requirements-2023-25.pdf>

This sheet sets out the four conditions and requires the HWB to confirm 'Yes' or 'No' that these continue to be met. Should 'No' be selected, please provide an explanation as to why the condition was not met for the year and how this is being addressed. Please note that where a National Condition is not being met, the HWB is expected to contact their Better Care Manager in the first instance.

In summary, the four national conditions are as below:

National condition 1: Plans to be jointly agreed

National condition 2: Implementing BCF Policy Objective 1: Enabling people to stay well, safe and independent at home for longer

National condition 3: Implementing BCF Policy Objective 2: Providing the right care in the right place at the right time

National condition 4: Maintaining NHS contribution to adult social care and investment in NHS commissioned out of hospital services

4. Metrics

The BCF plan includes the following metrics:

- Unplanned hospitalisations for chronic ambulatory care sensitive conditions,
- Proportion of hospital discharges to a person's usual place of residence,
- Admissions to long term residential or nursing care for people over 65,
- Reablement outcomes (people aged over 65 still at home 91 days after discharge from hospital to reablement or rehabilitation at home), and;
- Emergency hospital admissions for people over 65 following a fall.

Plans for these metrics were agreed as part of the BCF planning process.

This section captures a confidence assessment on achieving the locally set ambitions for each of the BCF metrics.

A brief commentary is requested for each metric outlining the challenges faced in achieving the metric plans, any support needs and successes in the first six months of the financial year.

Data from the Secondary Uses Service (SUS) dataset on outcomes for the discharge to usual place of residence, falls, and avoidable admissions for the first quarter of 2023-24 has been pre populated, along with ambitions for quarters 1-4, to assist systems in understanding performance at HWB level.

The metrics worksheet seeks a best estimate of confidence on progress against the achievement of BCF metric ambitions. The options are:

- on track to meet the ambition
- not on track to meet the ambition
- data not available to assess progress

You should also include narratives for each metric on challenges and support needs, as well as achievements.

- In making the confidence assessment on progress, please utilise the available metric data along with any available proxy data.

Please note that the metrics themselves will be referenced (and reported as required) as per the standard national published datasets.

No actual performance is available for the ASCOF metrics - Residential Admissions and Reablement - so the 2022-23 outcome has been included to aid with understanding. These outcomes are not available for Hackney (due to a data breach issue) and Westmorland and Cumbria (due to a change in footprint).

5. Spend and Activity

The spend and activity worksheet will collect cumulative spend and outputs in the year to date for schemes in your BCF plan for 2023-24 where the scheme type entered required you to include the number of output/deliverables that would be delivered.

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 expenditure tab of the 23-25 BCF plans for all 2023-24 schemes that required an output estimate.

You should complete the remaining fields (highlighted yellow) with incurred expenditure and actual numbers of outputs delivered to the end of the third quarter (1 April to 31 December).

The collection only relates to scheme types that require a plan to include estimated 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

The sheet will pre-populate data from relevant schemes from final 2023-24 spending plans, including planned spend and outputs. You should enter the following information:

- **Actual expenditure to date in column I.** Enter the amount of spend from 1 April to 31 December on the scheme. This should be spend incurred up to the end of December, rather than actual payments made to providers.
- **Outputs delivered to date in column K.** Enter the number of outputs delivered from 1 April to 31 December. For example, for a reablement and/or rehabilitation service, the number of packages commenced. The template will pre-populate the expected outputs for the year and the standard units for that service type. For long term services (e.g. long term residential care placements) you should count the number of placements that have either commenced this year or were being funded at the start of the year.
- **Implementation issues in columns M and N.** If there have been challenges in delivering or starting a particular service (for instance staff shortages, or procurement delays) please answer yes in column M and briefly describe the issue and planned actions to address the issue in column N. If you answer no in column M, you do not need to enter a narrative in column N.

More information can be found in the additional guidance document for tab 5, which is published alongside this template on the Better Care Exchange.



Better Care Fund 2023-25 Quarter 3 Quarterly Reporting Template

2. Cover

Version 2.0

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:	Southwark	
Completed by:	Adrian Ward	
E-mail:	adrian.ward@selondonics.nhs.uk	
Contact number:	0208 176 5349	
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:	Thu 14/03/2024	<< Please enter using the format, DD/MM/YYYY

Checklist	
Complete:	
	Yes
	Yes
	Yes
	Yes
	Yes
	Yes

Question Completion - 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'. This does not apply to the ASC Discharge Fund tab.

Complete

	Complete:
2. Cover	Yes
3. National Conditions	Yes
4. Metrics	Yes
5. Spend and activity	Yes

[<< Link to the Guidance sheet](#)

[^^ Link back to top](#)

Better Care Fund 2023-25 Quarter 3 Quarterly Reporting Template

3. National Conditions

Selected Health and Wellbeing Board:

Has the section 75 agreement for your BCF plan been finalised and signed off?	Yes	
If it has not been signed off, please provide the date the section 75 agreement is expected to be signed off		
Confirmation of National Conditions		
National Conditions	Confirmation	If the answer is "No" please provide an explanation as to why the condition was not met in the quarter:
1) Jointly agreed plan	Yes	
2) Implementing BCF Policy Objective 1: Enabling people to stay well, safe and independent at home for longer	Yes	
3) Implementing BCF Policy Objective 2: Providing the right care in the right place at the right time	Yes	
4) Maintaining NHS's contribution to adult social care and investment in NHS commissioned out of hospital services	Yes	

Checklist Complete:
Yes
Yes
Yes
Yes
Yes
Yes

Better Care Fund 2023-25 Quarter 3 Quarterly Reporting Template

4. Metrics

Selected Health and Wellbeing Board:

Southwark

National data may be unavailable at the time of reporting. As such, please use data that may only be available system-wide and other local intelligence.

Challenges and Support Needs Please describe any challenges faced in meeting the planned target, and please highlight any support that may facilitate or ease the achievements of metric plans

Achievements Please describe any achievements, impact observed or lessons learnt when considering improvements being pursued for the respective metrics

Metric	Definition	For information - Your planned performance as reported in 2023-24 planning				For information - actual performance for Q1	For information - actual performance for Q2	Assessment of progress against the metric plan for the reporting period	Challenges and any Support Needs in Q3	Q3 Achievements - including where BCF funding is supporting improvements.
		Q1	Q2	Q3	Q4					
Avoidable admissions	Unplanned hospitalisation for chronic ambulatory care sensitive conditions (NHS Outcome Framework indicator 2.3i)	222.0	187.0	225.0	195.0	249.3	234.0	Data not available to assess progress	Q3 data currently unavailable due to issues with implementation of EPIC patient data system across KCH and GSTT Foundation Trusts. Issue has been discussed with NHSE.	Deep dive analysis of underlying data has improved understanding of the hot spots leading to Q1 and Q2 growth and helped inform an action plan for reducing avoidable COPD admissions.
Discharge to normal place of residence	Percentage of people who are discharged from acute hospital to their normal place of residence	96.8%	96.8%	96.8%	96.8%	97.2%	97.1%	Data not available to assess progress	Q3 data currently unavailable due to issues with implementation of EPIC patient data system across KCH and GSTT Foundation Trusts. Issue has been discussed with NHSE.	Evaluation of impact of Additional Discharge Fund schemes undertaken as part of 2024/25 planning has confirmed that investment is providing improved capacity in step down services.
Falls	Emergency hospital admissions due to falls in people aged 65 and over directly age standardised rate per 100,000.				1,843.0	500.1	445.8	Data not available to assess progress	Q3 data currently unavailable due to issues with implementation of EPIC patient data system across KCH and GSTT Foundation Trusts. Issue has been discussed with NHSE.	Partnership Southwark development of Age Well Frailty programme compliments the established falls prevention work and incorporates a Proactive Care approach.
Residential Admissions	Rate of permanent admissions to residential care per 100,000 population (65+)				540	2022-23 ASCOF outcome: 1015.5		On track to meet target	The pre-populated 2022/23 ASCOF data is incorrect as the final adjusted rate was 490. Challenges include pressures to discharge out of hospital, and increased level of patients with high needs.	The annual target rate of 540 relates to 169 placements. The projected annual rate based on 9 months data is 469 or 147 placements. This improvement may be linked to implementation of new step down capacity in the Avon unit, leading to a reduction in
Reablement	Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement / rehabilitation services				90.0%	2022-23 ASCOF outcome: 69.4%		On track to meet target	The pre-populated 2022/23 ASCOF data is not correct as the final adjusted figure was 92%.	The year to date shows an average of 89%. This is in line with consistent and strong performance in this area.

Checklist
Complete:

Yes
Yes
Yes
Yes
Yes

Better Care Fund 2023-25 Quarter 3 Quarterly Reporting Template

6. Spend and activity

Selected Health and Wellbeing Board:

Southwark

Checklist						Yes	Yes	Yes	Yes		
Scheme ID	Scheme Name	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)	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.
2	Admissions avoidance - ERR and @home	Home-based intermediate care services	Rehabilitation at home (accepting step up and step	Minimum NHS Contribution	£5,044,499	£3,783,374	2,100	1575	Packages	No	
14	Community Equipment Service	Assistive Technologies and Equipment	Community based equipment	Additional NHS Contribution	£1,200,520	£1,459,614	2,862	3702	Number of beneficiaries	No	
15	Community Equipment Service	Assistive Technologies and Equipment	Community based equipment	Minimum NHS Contribution	£296,427	£361,048	807	1044	Number of beneficiaries	No	
18	Homecare Quality Improvement	Home Care or Domiciliary Care	Domiciliary care packages	Minimum NHS Contribution	£2,114,000	£1,668,426	107,309	86,255	Hours of care (Unless short-term in which case it is packages)	No	
19	Residential & Nursing	Residential Placements	Care home	Minimum NHS Contribution	£2,691,939	£2,151,075	55	59	Number of beds/placements	No	
20	Protect Adult Social Care - Residential Care	Residential Placements	Care home	Minimum NHS Contribution	£2,254,877	£1,729,995	48	41	Number of beds/placements	No	
21	Mobilisation - Intermediate and Nursing Care	Residential Placements	Care home	Minimum NHS Contribution	£100,000	£75,000	2	2	Number of beds/placements	No	
26	Intermediate Care	Home-based intermediate care services	Reablement at home (accepting step up and step	Minimum NHS Contribution	£1,205,817	£904,363	300	224	Packages	No	
27	Night Owls - overnight intensive homecare	Home Care or Domiciliary Care	Domiciliary care to support hospital discharge	Minimum NHS Contribution	£241,000	£180,750	13,000	9864	Hours of care (Unless short-term in which case it is packages)	No	
28	Reablement Team	Home-based intermediate care services	Reablement at home (accepting step up and step	Minimum NHS Contribution	£2,033,575	£1,525,181	525	393	Packages	No	
40	Carers Strategy	Carers Services	Respite services	Minimum NHS Contribution	£450,000	£337,500	125	108	Beneficiaries	No	
41	Unpaid Carers	Carers Services	Respite services	Minimum NHS Contribution	£100,000	£75,000	30	10	Beneficiaries	No	
42	Community Equipment	Assistive Technologies and Equipment	Community based equipment	Minimum NHS Contribution	£562,000	£562,607	250	736	Number of beneficiaries	No	Planned output updated as original output of 250 was incorrect
43	Telecare	Assistive Technologies and Equipment	Assistive technologies including telecare	Minimum NHS Contribution	£623,995	£467,996	98	76	Number of beneficiaries	No	
46	IBCF funding plans - home care	Home Care or Domiciliary Care	Domiciliary care packages	IBCF	£10,327,850	£8,151,018	523,990	420,493	Hours of care (Unless short-term in which case it is packages)	No	
47	IBCF funding plans - nursing care homes	Residential Placements	Nursing home	IBCF	£4,174,334	£3,604,282	79	64	Number of beds/placements	No	
49	IBCF Reablement and Intermediate bed based care	Bed based intermediate Care Services (Reablement, rehabilitation, wider short-	Bed-based intermediate care with reablement	IBCF	£999,749	£749,812	151	113	Number of placements	No	
50	Residential care for older people	Residential Placements	Care home	IBCF	£400,000	£362,175	8	9	Number of beds/placements	No	
51	Nursing Care for older People	Residential Placements	Nursing home	IBCF	£300,000	£255,453	6	5	Number of beds/placements	No	
52	Home care for older people	Home Care or Domiciliary Care	Domiciliary care packages	IBCF	£870,648	£685,163	44,420	32,346	Hours of care (Unless short-term in which case it is packages)	No	

