



GP Practices

Specialist GP Practice Accountants

Newsletter

Spring 2015



www.hawsons.co.uk

Introduction

Welcome to our Spring 2015 GP newsletter.

In this edition we look at what the rise in global sum funding really means for your practice and how practice managers should be preparing for their CQC inspection, providing tips and advice on the four key stages of the inspection. We also consider financial forecasting and the recent onset of Auto Enrolment, in which Hawsons will be holding free workshops in each of our three offices.

In this issue we look at:

- Global sum funding for GMS contracts will rise – but what does it really mean?
- Preparing for your GP CQC inspection
- Superannuation contribution rates 2015/16
- Free Auto Enrolment workshops

We hope you enjoy this edition of our newsletter and, as always, please get in touch if you would like any further information.



Scott Sanderson

Healthcare Partner

E: ss@hawsons.co.uk

T: 0114 266 7141

LinkedIn: www.linkedin.com/in/scottsandersonhealthcare

Twitter: @HawsonsHealth



Hawsons are specialist GP practice accountants

At Hawsons our dedicated team of specialist accountants and tax advisors offer a wealth of experience to GPs and their practices.

Our in-depth knowledge and understanding of the sector is applied and we work closely with our clients, ensuring that changes in the care sector are recognised promptly and appropriate strategies implemented and actions taken.

For more information on our GP practice expertise, including the services we offer and our experience, please visit: www.hawsons.co.uk/gp-practice-accountants

HLBInternational

INVESTORS
IN PEOPLE

Global sum funding for GMS contracts will rise

What does it really mean?



The Statement of Financial Entitlements (SFE) for 2015/16, published by NHS Employers, has revealed that the global sum payment will rise to £75.77 from April 2015.

The increase to the global sum payment per patient implements the 1.16% overall GP funding uplift awarded by the Government last week, as well as the redistribution of MPIG money and the funding from the patient participation DES and alcohol enhanced service, which were both withdrawn in 2014.

The value of a QOF point will also increase to £160.15 from £156.92, a rise of 2%. This increase reflects the increased average list sizes practices now operate via the so-called Contractor Population Index (CPI), meaning it will be financially neutral for practices.

What does this mean for my practice?

Scott Sanderson, Healthcare Partner at Hawsons, said: “The 3% headlined increase to the global sum is primarily recycled and redistributed practice money; being a combination of the recent Government uplift and other practice funding, including the MPIG correlation factor.”

Scott added: “This increase does not signify new money coming into primary care, and although those practices that do not have a correlation factor are likely to benefit, practices with MPIG payments will continue to be impacted on less resources.

The sector is facing challenging times with the redistribution of funding and increasing cost pressures remaining key factors. It is now more important than ever, with practices facing unrelenting pressure to mitigate rising costs and the real-term reductions in funding, to seek sound and proactive financial advice.”

If you have any questions on anything in this article, or want to find out how one of the leading GP practice accountants in Sheffield, Doncaster and Northampton can help you, please do not hesitate to get in touch.

Preparing for your GP CQC inspection



New style inspections of GP practices and out-of-hours services at England started in the back end of 2014 and have led to the first ever ratings of practices, which may be 'Outstanding', 'Good', 'Requires Improvement' or 'Inadequate'.

Effective April 2015, GP practices will now have to publicly display their ratings, meaning the pressure on achieving the highest ratings is greater than ever.

In this article we look at the four crucial stages of your inspection process; what you should expect and how you should be preparing for your GP CQC inspection.

Prepare before your notice period – what are CQC looking for?

CQC guidelines state: To get to the heart of people's experiences of care, the focus of our inspections is on the quality and safety of services, based on the things that matter to people. CQC always ask the following five questions of services:

- Are they safe?
- Are they effective?
- Are they caring?
- Are they responsive to people's needs?
- Are they well-led?

These are the five basic categories that CQC will be looking at in their new approach of GP practice inspections and, within that, CQC will also look at different patient groups:

- Older people
- People with long-term conditions
- Families, children and young people
- Working age people
- People whose circumstances may make them vulnerable
- People experiencing poor mental health

This is CQC's Key Line of Enquiry

Using a combination of 'intelligent monitoring' (looking at your data and information e.g. patient surveys) and a formal day-long inspection of the surgery, CQC will answer the above five questions in relation to the six patient groups, completing a detailed and clear report on the practice's rating.

This rating will then publicly be published on the CQC website with a full report detailing all findings.

TIPS

- In order to be fully ready for the CQC inspection, you need to start making preparations now.
- Prepare and monitor ongoing records of all complaints and serious incidents. Remember to also keep track of what you did to address these issues, as the CQC will be looking for this when they inspect your files.
- Ensure all staff files, including details such as training certificates, DSB checks etc. are fully up-to-date.
- Think about the 'Key Lines of Enquiry' and what CQC will be looking for.
- CQC will be asking patients various questions, so make sure you have formally reviewed any suggestions patients have put forward. A good idea is to start carrying out systematic surveys, with a documented procedure of how to follow through and review and suggestions made.
- Previous inspection reports are available on the CQC website and are an invaluable resource. The website also includes the 10 most recently inspected doctors/gps and details on all inspections to date, so is well worth looking at. At the time of writing the latest inspection checks are:

Rating	Number of Practices
Outstanding	7
Good	157
Requires Improvement	26
Inadequate	9

Use your notice period

- Two weeks before your inspection you will receive a letter from CQC to confirm your inspection date. The letter will also request various information from you, including your statement of purpose and information on complaints or serious incidents.
- The lead inspector will also call you to discuss what happens next and make arrangements for your inspection date. This is a good opportunity to understand what staff you will need on the day and book them well in advance.
- Finally, CQC will send you a selection of comment cards and posters. The comment cards must be distributed to patients to complete, and the posters must be displayed in key areas of the practice to advertise the inspection.

TIPS

- Medical staff will be provided allocated interview times, of which will be discussed in the agenda for the day. These interviews can last anywhere between 20 minutes and 1 hour, so make sure you have made the necessary arrangements to mitigate any disruptions this may have.
- Speak to patients to ensure they know what is happening and what to expect on the day of the inspection. You should also distribute the comment cards and make patients aware of the CQC posters, which include details on how to make contact.
- Speak to all members of staff to ensure they also know what is happening and what to expect on the day of the inspection. Discuss with members of staff what questions they may be asked and offer any support in helping them prepare for the inspection and interviews.

On the day

- The CQC inspection team will be tailored to your practice, depending on the size of the surgery. It will include a minimum of an inspector and a GP, but may also include a practice manager, practice nurse and an Expert by Experience.
- The inspection will not only review the policies, procedures and data that the practice has, but also involve interviews with staff and patients.

TIPS

- The inspection team are likely to arrive early, so make sure you and your staff are ready and prepared to start straight away. Make sure everybody knows what to expect.
- The inspection team will want to speak to as many members of staff and patients of possible, going beyond the prearranged interviews with medical staff, so make sure everyone is prepared.
- Welcome the inspection team as they arrive by introducing your staff.
- Take the first meeting time as an opportunity to talk about the practice, where it is performing well, providing context on surrounding areas and any challenges the practice may be facing e.g. a nearby surgery may have recently closed, meaning that there is increasing demand.

After your inspection

- At the end of the day the inspection team will hold a feedback session, in which they will share their initial thoughts and discuss anything that they have found on the day.
- Using a combination on 'intelligent monitoring' (looking at your data and information e.g. patient surveys) and a formal day-long inspection of the surgery, CQC will complete a detailed and clear report on the practice's rating.
- CQC will then send you a draft inspection report, after they have had time to consider their findings. This is sent to the practice to seek clarification on any matters and to give the practice the opportunity to challenge any factual inaccuracies, before being reviewed by quality assurance mechanisms.
- The final report will then be published on the CQC website.

TIPS

- A good idea is to record the initial end of the day inspection debrief so that you can refer back to it in the future. Make sure you check with the inspection team that this is OK first.
- The inspection team will provide you with loads of advice on how you can improve certain aspects of your practice; make note of them, or listen back to your recording of the debrief, and take any necessary actions.

In summary

It is important to remember that this proactive approach is not just about preparing for your inspection day; it's about improving the standards and performance of your practice.

The sector is facing challenging times with the redistribution of funding and increasing cost pressures remaining key factors. This is a great opportunity for practice managers to highlight the key areas where their practice can improve and, crucially, implement new policies and procedures to work towards a stronger financial future.

If you have any questions on anything in this article, or want to find out how one of the leading GP practice accountants in Sheffield, Doncaster and Northampton can help you, please do not hesitate to get in touch.



Superannuation contribution rates 2015/16

The Department of Health have now set out the planned contribution rates for members of the NHS Pension Scheme for the period from 1 April 2015 to 31 March 2016 through to 1 April 2018 to 31 March 2019.

With effect from 1 April 2015 the employee contribution rates are as follows. The table below sets out the member contribution rates that will apply in both the 1995 and 2008 Sections, as well as the new 2015 Scheme from 1 April 2015 until 31 March 2019.

The rules on the application of contribution rates remain unchanged.

Pensionable Pay (whole-time equivalent)	Contribution Rate in 2015/16
Up to £15,431.99	5%
£15,432 to £21,477.99	5.6%
£21,478 to £26,823.99	7.1%
£26,824 to £47,845.99	9.3%
£47,846 to £70,630.99	12.5%
£70,631 to £111,376.99	13.5%
£111,377 and over	14.5%

The employer's contribution rate will change from 14% to 14.3% from 1 April 2015 in respect of all Scheme members.

Free Auto Enrolment Workshops

- You may already have been notified of your date by which time you are required to have in place a pension scheme for all your employees. This is your staging date.
- You may already have received a reminder to appoint someone in your company to be responsible for the implementation.
- You may already have an existing pension scheme that you feel "will do the job".
- You may think "it doesn't affect me".

Free workshops in Sheffield, Doncaster and Northampton (every month)

There are hundreds of thousands of smaller companies approaching their staging date and the ability of pension providers to provide solutions is becoming a real issue of capacity. It is not usually about just having a pension scheme, but having the process and systems in place to collate the data required to present and report to the Pensions Regulator.

If you don't satisfy the rules, have a pension scheme in place, have a system to record the relevant information, or miss your staging date, the fines can soon build up. We would recommend you start talking to your pension adviser as soon as possible, preferably with more than nine months to your staging date (ideally twelve), to build a timescale and agenda to make sure it all falls in to place.

We would be happy to help and would like to invite you to attend one of our free Auto Enrolment workshops with our specialist from Hawsons Wealth Management.

There are limited spaces available for each workshop, which are run on a monthly basis, so please book early.

We expect these sessions to be very popular.

For more information and to register, please visit www.hawsons.co.uk/workshops



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Your local specialist:

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Sheffield

0114 266 7141

Pegasus House, 463a Glossop Road, Sheffield, S10 2QD

Doncaster

01302 367 262

5 Sidings Court, White Rose Way, Doncaster, DN4 5NU

Northampton

01604 645 600

Jubilee House, 32 Duncan Close, Moulton Park, Northampton, NN3 6WL

Sheffield

Scott Sanderson

Partner

0114 266 7141

ss@hawsons.co.uk

Doncaster

Martin Wilmott

Partner

01302 367 262

maw@hawsons.co.uk

Northampton

David Owens

Partner

01604 645 600

davidowens@hawsons.com

Find out more about our specialist GP practice services.

Please call your local office or visit:

www.hawsons.co.uk/gp-practice-accountants



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