

## NHS BSA Monthly Meeting 13 February 2019

### AGENDA

#### 1. Apologies

- [REDACTED]

#### 2. Specification and MOU

- Both of these documents had been discussed at the recent quarterly meeting - due to the limited amount of time that had elapsed further work was needed to complete this.
- A deadline on 28 February was agreed.
- It was considered that the tapering policy would not need to be used again so did not need including in the revised specification document
- **ACTION: NHSBSA to report 28 February**

#### 3. KPIs

- As 2 - 28 February deadline was agreed.
- **ACTION: NHSBSA to report 28 February**

#### 4. Review of Discretionary Support

- This work was ongoing to iron out the various anomalies that had arisen since the introduction of the revised discretionary scheme.
- Following the work on the parity discretionary payments that will need to be paid to some hep C stage 1 applicants for 2018/19 NHS BSA is going to redesign the discretionary income threshold tables to take account of the anomaly.
- Consideration of applying CPI uplift to discretionary payments – especially to income top up levels.
- Following feedback from the They were also going to be looking at how household income is calculated and look at the way this is done for the NHS Low Income Scheme.
- The letters to all beneficiaries who have been affected by the introduction of the taper policy had been written to on Monday (11 February) setting out how the policy would impact on their payments.
- NHSBSA were concerned about the impact these changes would have on the budget. It was agreed that once they had revisited the scheme they would set out the impact on the budget to DHSC and explain what modifications were needed to stay within the existing budget of c£8m and the impact of these on beneficiaries.
- **ACTION: NHSBSA would send an update on this shortly.**

#### 5. LIS Letter

- [REDACTED] to review a.s.a.p. and feedback to [REDACTED]
- **ACTION: [REDACTED]**

#### 6. Data templates – re-running of September figures?

NHSBSA was unable to re-run the September beneficiary figures.

##### i) Monthly beneficiary numbers – agree run date and data template

- It was agreed that monthly beneficiary figures would be run on first of month - so the next set of figures would be generated on 1 March 2019.
- [REDACTED] to speak to the data team at NHSBSA about adding some narrative to these figures to make it clearer why some of the beneficiary numbers have gone up or down – e.g. Changed group? Died?
- It was also agreed that [REDACTED] would send an example of a system report to DHSC officials for information – might provide a better understanding of what type of questions might be asked of the system.
- **ACTION: DHSC to send data templates**
- **ACTION: NHSBSA to send example report from system**

#### ii) Quarterly application data - agree run date and data template

- It was agreed that quarterly application figures would be run on the first day of the month that the quarterly meeting took place in – so the next quarterly figures would be run on 1 April ready for the next quarterly meeting on 24 April 2019. A proposed template would be sent from DHSC.
- It was agreed that those applications that were pending should be split if possible into those that were on hold due to missing information or similar and those that were progressing through the application process as normal. A proposed template would be sent from DHSC.
- The idea of being able to track individuals through the system that was discussed at the quarterly meeting was discussed as an additional tool to help forecast spend. It was agreed that NHSBSA needed further clarification from [REDACTED] to fully understand exactly what it was being asked to produce as this was not very clear at this stage. This may not be high priority at the moment as the DHSC IB team was quite stretched.
- **ACTION: DHSC to send data templates**
- **ACTION: DHSC to provide further clarity on tracking data**

#### 7. Agree minutes of quarterly meeting.

- As 2. And 3. – 28 February deadline agreed.
- **ACTION: NHSBSA to report 28 February**

#### 8. Risk Register for EIBSS

- As 2. And 3. And 7. – 28 February deadline agreed.
- **ACTION: NHSBSA to report 28 February**