SCHEDULE 2

FINANCIAL AND ACTIVITY SUMMARY

This schedule summarises the key financial elements of this agreement from the schedules. Detailed information linking activity numbers and price are contained within the business separate schedules.

1. Post Graduate Medical/Dental Trainees

The numbers of trainees and infrastructure requirements are determined annually and validated, the processes are described in the detailed business section Schedule 1 Part 5.

2. Non Medical Trainees

The numbers of trainees are determined in accordance with the Authority's annual education commissioning plan. The plan is derived from consultation with partners in Yorkshire and the Humber and is approved by the Board annually.

3. Undergraduate Medical/Dental Trainees

This educational activity is normally planned by student weeks in accordance with a clinical placement plan produced by each Medical/Dental School before the new financial year. Each Medical School consults HSB to ensure they have capacity to deliver to numbers of placements. Dental trainee posts are agreed in the business review meetings between each Dental Institute and the Authority. The Chief Dental Officer may make recommendations to the Dental Institutes and the Authority.

4. Payment Terms and Arrangements

Payment Terms
The calculated annual contract values are shown in each business schedule. Payments to the HSB will be made following best practice in the NHS. Where the annual business value shown in the relevant schedule is up to £250,000 payments will be made quarterly. Where the value of business exceeds £250,000 in a contract year payments will be made monthly. Where the value of business is less than £50,000 in a contract year payments will be made annually.

The financial values shown in the schedules and the summary are for the identified financial year only.

The Authority plans to commission the same range of education services each year, subject to changes in Department of Health policy.

The activity and financial values will be reviewed each year and an inflation factor applied. Financial values will not normally be amended during the year for changes in inflation. Values may be amended for medical pay awards, if the nationally determined pay scales are not available at the time the finance summary is agreed. The inflation factor will be determined by reference to inflationary pressures identified by the Authority and the Department of Health in calculating the budgets centrally.

Payment Arrangements
The Authority uses a financial shared services provider. Where specified in the payment profile invoices should be sent to the shared services provider NOT directly to the Authority. Invoices should state the contract reference listed on in the payment profile.

Invoices should be sent to;

Yorkshire and the Humber SHA

Q32 Payables B345

Phoenix House, Topcliffe Lane

Tingley

WAKEFIELD WF3 1WE

5. Contract Price Variation

A contract price variation is deemed to occur when:

- Activity is more/or less than planned in the relevant schedule and the schedule terms confirm that a change in payments will follow. Changes to payment profiles will be agreed between the relevant Authority manager and the HSB, before the payment profile is amended.
- Where there are breaches in respect of clauses 12.3 and 13 of the Agreement.

Key Finance Contacts for the Authority

Medical and Dental Education and the NHS Sector

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Non Medical Education and the University Sector

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Key Finance Contacts for the Health Service Body

Director of Finance

Operational Finance staff

6. Sources of Information

The Authority publishes a guide for partner organisations each year, and it is updated during the year. The guide will be issued no later than the end of April each financial year. The guide explains the role of the Authority in commissioning education and training services. It gives information about the educational activities the Authority funds and the rates at which it funds these business activities. The Guide can be found on the Authority website at www.yorksandhumber.nhs.uk

Note. 1. A ‘fixed’ payment does not vary in year if the trainee or student numbers vary. The exception would be if the HSB was unable to provide the service commissioned, as determined in point 17 of the terms and conditions.

Note 2. Where a business activity is variable, the Authorised Manager for that activity will agree a revised Financial Value at the reconciliation timescales identified. The review timetable is shown in the column above. All changed will be signed off between the Authority and the HSB as variations to the contract payment profile before the payments are changed. The contract variation procedure is shown below at Item 8.

7. Agreement of Contract Variations

The Authorised Manager will propose changes to the activity and financial contract levels to the HSB. Proposed changes will specify the month the change will be operational, the revised activity level and the change in funding. The Authority will indicate if the change is fixed or may be subject to further variation during the contract year. The agree contract variation record will be formally added to the contract. The changes will be implemented monthly for contracts of over £10,000,000 per annum and quarterly for those below this threshold.

NHS Yorkshire and the Humber

Contract Agreement with				
Contract Schedule	**Financial Year**			
	Change Effective from Month			
Contract Variation number **Agreed Annual Contract Value £ xx,xxx**				
Variation to contract Description and reason	**Change to Activity**	**Recurrent/Non-recurrent**	**Increase / Decrease £**	**Revised payment profile**
Add text				
Revised Annual Contract Value £				
Signed by NHS Yorkshire and the Humber SHA; date.				
Signed by XXXX; date.				