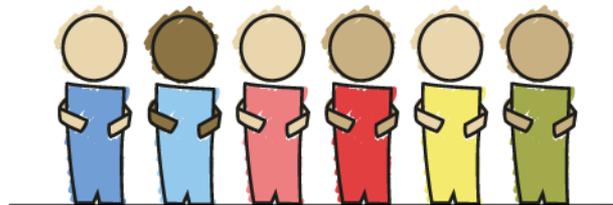


FFF accreditation

Lessons from accredited CCGs



MAKING PEOPLE COUNT

CCG accreditation so far

We currently have 23 accredited CCGs, with 17 of these from the North West region

Level 3

- Bolton CCG
- Wigan Borough CCG

Level 2

- Blackburn with Darwen CCG
- Blackpool CCG
- Chorley and South Ribble CCG
- East Lancashire CCG
- Fylde and Wyre CCG
- Greater Preston CCG
- Manchester CCG
- Morecombe Bay CCG
- South Cheshire CCG

- South Sefton CCG
- Southport and Formby CCG
- Vale Royal CCG
- West Lancashire CCG

Level 1

- Barnsley CCG
- Berkshire West CCG
- Liverpool CCG
- Oldham CCG
- Rotherham CCG
- Sheffield CCG
- Sunderland CCG
- Wolverhampton CCG

The following slides compile some of the lessons learned and top tips from the organisations above that have been through the accreditation process.

The benefits

- A boost to the organisation's profile as a prospective employer
- Housekeeping – a reminder to regularly review procedures and policies
- Identifying the team's strengths and weaknesses
- Allows teams to focus on areas that could be improved
- Assurance that the basic requirements for developing a good finance team are in place
- By getting all members of the team involved, the process helps to make everyone feel valued
- Brings the team together by working towards a common goal
- Supports individual training and development
- Provides assurance to the Executive Team and Governing Body that the finance team is competent and has a focus on further development
- Promotes finance skills training to all staff across the organisation
- Great sense of accomplishment as a team

The process

- Best led from the top, with genuine commitment – it's not a box ticking exercise, it's a desire to be better at what the department does
- There is a lot of time involved in pulling evidence together – harder for small teams
- Some organisations set a timescale, others picked up as and when (sometimes with a target date)
- Timescale varies from 3 months to a year
- Use the evidence schedule to identify what is already in place, and elements that are straightforward to complete / evidence
- Set up small short term working groups for the remaining items, and involve as many people as possible
- Leave plenty of time for review before submitting / assessor visit
- Regularly review against the requirements after accreditation – don't leave it until it is time to renew

The challenges

- It takes time – some of the elements that seem simple at first may take longer than expected (e.g. updating job descriptions) and some will only be apparent on an annual basis (e.g. appraisals)
- Engagement with clinicians looks different in a CCG – but is still relevant. Think about how you can apply the requirements to your organisation, some may require more thought if they don't seem relevant at first
- Training needs assessments and workforce plans were often the more difficult criteria as these are not already in place in a lot of organisations, particularly where finance teams are small – other CCGs may be willing to share examples
- Will be difficult to get accredited if not already engaged with FFF, as some of the requirements link to FFF materials and networks
- Accreditation with professional bodies – small teams may have one or two people qualified or studying with a few different bodies – can be time consuming
- Evidencing use of FFF toolkits may be difficult but think about how the principles of the toolkits have already been applied within the organisation

Top tips for other organisations

- Accounting body accreditation is a good place to start – many of the requirements are the same as the accreditation criteria
- Spend some time as a team looking at the requirements and what you already have in place – can be surprising how much is already in place
- Understand the scope of the task and time required – support from CFO / Deputy is important to give people permission to spend time on accreditation
- Don't worry about the areas where you don't comply – many of these just require an update to a policy, or a new procedure writing – these are often straightforward and quick to achieve
- Where the requirements require longer term change, don't be afraid to document what you are changing and how this will look – if this is explained clearly and a genuine commitment it shouldn't delay your application
- Encourage staff at all levels to become involved, for example as a value maker or FACE – make it a team effort. It's too much for one person to pull together and that won't result in cultural change
- Focus on what makes a great team – particularly for working towards level 2 and 3 – accreditation is a journey, not just ticking a box
- Organise your evidence well!
- Let your evidence multi task where possible – one good piece of evidence could cover 2 or 3 requirements
- Contact others who are accredited, or who are working towards it at the same time to get advice on any areas you are unsure of
- Think about the next levels as you are preparing evidence to make it easier if you want to progress to level 2 or 3