



South Central Skills Development
Improving finance and procurement skills
across the NHS



Finance and Procurement Skills Development Network

2020/21 programme

South Central



Development areas

HFMA work with our FSD and PSD leads to develop and provide coordinated and comprehensive training and development opportunities for finance and procurement staff in the NHS. The programme is built around a number of key development areas:

Skills Development

A series of interactive workshops to help you enhance the practical skills required day to day.

CPD/technical seminars

These seminars will provide you with the opportunity to develop your technical skills in specific areas and enhance your healthcare finance know-how. Note VAT training will now be available through the HFMA SC branch.

Masterclasses

In today's challenging NHS landscape, our masterclasses are provided to support you with interpersonal, personal, management and leadership development.

Finance for non-finance

Due to restrictions on social gatherings, in 2020 SC SDN is providing access to the entire collection of HFMA bitesize short courses. A full list can be found below. Contact Georgia.purnell@hfma.org.uk for more information.

Developing talent programme

A seven-module leadership programme for senior finance and procurement professionals in the NHS. Now available to attend on a module by module basis subject to availability (excluding 1 & 7)

Webinars

A selection of online and on demand webinars – ideal for when resources are tight and a day out of the office isn't viable.

Meetings and networks

Updates, collaborative discussions and sharing of best practice from across your region.

SC SDN 2020/21 programme

Please note that this is a guide and may be subject to change. Credits are charged per delegate place.

Date	Description	Location	Credits
All year	<p>Finance for non-finance and beyond</p> <p>Due to restrictions on social gatherings, in 2020 SC SDN is providing access to the entire collection of HFMA bitesize short courses. Further details can be found below. Contact Georgia.purnell@hfma.org.uk for more information.</p> <p>Target: All NHS finance and procurement professionals</p>	Online	1 (max 5 per org)
17 April ½ Day	<p>Masterclass: Wellbeing and Building Resilience</p> <p>This interactive workshop will allow you to reflect on your wellbeing, personal resilience and provide essential strategies and tools to help you bolster your resilience in and outside of the workplace.</p> <p>Target: All finance and procurement professionals</p>	Online	3
26 May	<p>Skills Development: Business cases</p> <p>This engaging and practical one-day workshop is a must for NHS professionals who would like to build, write and present their business case effectively and with confidence.</p> <p>Target: NHS finance and procurement professionals</p>	Online	1
24 June	<p>FSD leads meeting</p> <p>Regional updates, programme planning and networking</p>	Online meeting	0
24 June ½ Day	<p>Masterclass: Personal Impact and Self Awareness</p> <p>This half day masterclass will explore how you can maximise your personal impact in the workplace (online and in person) by exploring the power of communication, confidence and positive thinking. Free to FSD/PSD leads.</p> <p>Target: Those hoping to enhance their personal impact</p>	Online	2
1 July 12:30 – 14:00	<p>CPD/technical COVID 19 update</p> <p>This 2-hour session will cover a number of key themes, including the next steps on the NHS response to COVID-19 based on the most up to date guidance.</p>	Online	1

15 July ½ Day	Masterclass: Building high performance online teams Join us for this must attend workshop which will explore how to build synergy, cohesion and understanding across a remote team. Learn about how to maximise the collective intelligence of the team, using cognitive diversity to enhance performance. Learn key techniques for facilitating remote team meetings.	Online	2
Target: all finance and procurement professionals			
9 Sept 09:30 – 11:30	CPD/Technical: COVID 19 Update Phase 3 - Recovery and Restoration This two-hour session provides an update on the latest COVID-19 financial guidance, a focus on the phase 3 planning requirements for the second half of the 20/21 financial year, and a view of 21/22, followed by a technical Q&A session.	Online	1
Target: Senior managers in the NHS finance function			
16 Sept 10:15 – 14:15	CPD/technical: Introduction to NHS costing The event will provide delegates with an introduction to the changing role of costing in the NHS, the Costing Transformation Programme (CTP) and the importance of accurate costing information to the wider NHS.	Online	1
Target: New to costing or those who will benefit from an overview of costing in the NHS			
30 Sept	Developing Talent Module 6: Strategic Thinking This one-day module will help you to think more effectively in the longer term and consider how you can maximise current opportunities to create sustainable change.	Online	18 for all modules or 5 per module
Target: Senior finance/ procurement managers and deputy directors			
20 Oct 09:00 – 12:30	CPD/Technical: Investment appraisal This interactive workshop is designed to provide a link between investment theory and NHS practice within business cases. It gives hands-on experience of using spreadsheets to carry out investment appraisal and includes an exercise using the latest NHS capital appraisal models.	Online	1
Target: Band 7 and above.			
22 Oct 10:00 – 12:30	Skills Development: Category Management This course is intended for people who wish to understand and apply the tools/techniques/processes, either so that they can initiate Category Management within their organisation as	Online	2

Q&A appropriate, or work within an established system and contribute more fully to it
13:00 –
15:00

Target: Band 4 and above

10 Nov	Developing Talent Module 7: Bringing it all together In the final module, you will reflect on your strengths and development areas. Through robust and objective peer challenge you will identify one or two areas to take back to your organisation for further development. Target: Senior finance/procurement managers and deputy directors	Online	18 for all modules or 5 per module
17 Nov AM	FSD/PSD leads meeting Regional updates, programme planning and networking	Online	0
17 Nov 13:30 – 16:30	Masterclass: Motivating and leading teams The aim of this workshop is to equip participants with the tools needed to do this effectively so that the employer and employee alike can achieve their goals and deliver results. Free to FSD/PSD leads Target: Leaders who want to learn how to be great at motivating and leading their teams while working from home.	Online	3
24 Nov 09:30 – 12:30	Masterclass: Time Management The secret to managing your time effectively is knowing what you want to do and when you will do it. However, this is much easier said than done, especially when faced with remote working. This half day course will provide you with key tips on how to stay proactive and in "execute" mode to maximise your performance. Target: NHS finance and procurement professionals	Online	3
11 Jan 13:00 – 14:30	CPD/technical: Overview of the NHS annual accounts (part 1) This webinar will introduce financial reporting and why it is important. The bulk of the session will use a set of NHS annual accounts, to introduce the accounting concepts used in its preparation as well as identifying some of the aspects of the accounts that are specific to the NHS	Online	1
12 Jan	Skills Development: Excel - Above and Beyond This one-day event will look at advanced features of Excel, including techniques for nesting formulae using a variety of functions. You will learn more features in Conditional Formatting, What-If analysis tools and managing workbooks more effectively.	Newbury	3

Target: High level users of Excel, band 7 and above

13/14 Jan	<p>Developing Talent Module 1: Introduction</p> <p>This two-day module will help you to gain greater personal insight into the capability of “Self-Awareness”. It aims to enhance the management and leadership skills of participants and provides extensive opportunities for personal development.</p> <p>Target: Senior finance/ procurement managers and deputy directors.</p>	Newbury	18 for all modules or 5 per module
20/21 Jan	<p>Masterclass: ‘Mini’ Developing Talent</p> <p>This two-day programme will offer you the chance to focus on personal and staff motivation under pressure. You will learn how to build on your strengths to build self-esteem and confidence in yourself and your colleagues, raise your self-awareness and understand the impact you have on others.</p> <p>Target: Bands 5 – 7</p>	Southampton	5
21 Jan	<p>CPD/Technical: Developing Talent Student conference</p> <p>The one-day conference will provide a mix of plenary and workshop sessions. There will also be plenty of opportunity to network with other finance students and newly qualified colleagues from across the regions.</p> <p>Target: Finance staff who are currently studying, have recently qualified or are about to embark on an accountancy qualification.</p>	Bristol	1
26 Jan	<p>Skills Development: Managing your career</p> <p>Deciding what route to take in your career is a daunting prospect. In this half day workshop, we will explore the career paths available through NHS Finance and provide you with the tools and techniques to help you decide.</p> <p>Target: Band 6 – 8a</p>	Reading	3
2 Feb	<p>CPD/Technical: Accounts planning for year end</p> <p>This half day seminar is designed to assist NHS finance staff to manage and develop the processes required to enable an effective closure of accounts. There will be plenty of opportunity for discussion, questions and feedback.</p> <p>Target: Those who manage closure of accounts</p>	Reading	1
9 Feb	<p>Developing Talent Module 2: Communication</p> <p>A practical, interactive one-day module that will provide an insight into understanding how other people ‘tick’ and provide the</p>	Newbury	18 for all modules or 5 per module

opportunity to explore how you can enhance your own capability in communicating with others.

Target: Senior finance/ procurement managers and deputy directors.

16 Feb 13:00 - 14:30	CPD/technical: Overview of the NHS annual accounts (part 2) This session will build on the first session and consider parts of the annual accounts in more detail. It will cover issues such as the valuation of property, plant and equipment and going concern	Online	1
17 Feb	Skills Development: Excel: Beyond the Basics This one-day event will look at a wide range of features, functions and tricks to help you manage large and complex workloads, be more productive and save time. Target: Regular Excel users with knowledge of building formulae, using operators, functions, absolute and relative referencing.	Reading	3
25 Feb	Skills Development: Introduction to commercial aspects for procurement This half day event provides an introduction to commercial aspects for procurement. During the course, you will learn about whole life costing, evaluation methodologies of techniques to maximise value and the factors that impact cost. Target: Band 4 – 6	Online	3
9 Mar	Developing Talent Module 3 This one-day module will provide the opportunity for you to develop effective and strategic influencing and negotiating skills. Target: Senior finance/ procurement managers and deputy directors.	Newbury	18 for all modules or 5 per module
17 Mar 13:00 - 14:30	CPD/technical: Year-end accounting issues 2020/21 This session will consider the specific accounting issues for 2020/21, it will cover issues such as the impact of Covid-19 on the accounts, IFRS 16 leases and consolidation of NHS charities as well as other issues identified during the financial year	Online	1
18 Mar	Skills Development: Excel - Above and Beyond This one-day event will look at advanced features of Excel, including techniques for nesting formulae using a variety of functions. You will learn more features in Conditional Formatting, What-If analysis tools and managing workbooks more effectively. Target: High level users of Excel, band 7 and above	Southampton	3

23	CPD/technical: Accounting Standards	Reading	1
Mar	The session will provide a comprehensive update on the current key accounting issues for NHS bodies, including changes over the last year in accounting standards and reporting requirements.		

Target: NHS finance staff

HFMA bitesize online courses

In partnership with NHS England and Improvement, the HFMA will provide a number of bitesize courses free of charge to everyone working in the NHS in England. The following free HFMA bitesize courses will be available from April 2020:

Intermediate bitesize: The funding and structure of the NHS

Advanced bitesize: Ethical and professional considerations

Advanced bitesize: Board level decision-making for value.

Three further HFMA bitesize courses will be available free in April 2021 and a further four courses will be available free from April 2022.

New to 2020, SC SDN will now have access to the HFMA online short courses as part of your subscription, which cover a range of topics to help your team develop their understanding of NHS finance and procurement including (but not limited to):

- NHS Finance: Gain an understanding of how the NHS in England is structured and financed
- NHS budgets: Examine how NHS budgets are prepared, used and managed
- NHS costing: Learn more about costing in the NHS and how it helps to deliver high quality services
- How NHS provider organisations are paid: Get an introduction to how money flows through the NHS and how it is used to pay for services
- Procurement in the NHS: Reflect on how NHS organisations buy goods and services
- NHS Governance
- NHS business cases
- NHS Capital Expenditure
- NHS commissioning
- NHS cost improvement programmes
- Integrated healthcare
- Internal and external audit

For more information, please contact SC.SDN@hfma.org.uk

Costing and value-based healthcare webinars

From 2020, organisations will now have access to the Healthcare Costing for Value Institute webinars, which cover topics such as PLICS, costing, value-based healthcare, waste and productivity. Details of the webinars will be released regularly throughout the year.

Deputy Director of Finance Network

In partnership with the South East Coast, we are delighted to be launching a Deputy Director of Finance Network, spanning the South East. These meetings will provide an opportunity to hear regional updates, share best practice and network with your peers. Details of these meetings will be released periodically throughout the year. For more information, contact SC.SDN@hfma.org.uk

Coaching and mentoring

Everyone wants to progress in their chosen career and that can be easier with the support of a mentor. A HFMA mentor is a more experienced peer who is happy to share their knowledge of healthcare finance to support you. Our pool of qualified mentors are available to individual HFMA members completely free of charge. Their guidance, insight and support can help you to improve your knowledge and skills, develop a career plan and learn more about working in the field of healthcare finance. If you would like to discuss getting a mentor, please contact

Anya.McGauley@hfma.org.uk.

How to book onto an event

Please visit our website: www.hfma.org.uk

- Click on the 'events' tab on the home page to view events
- Click on Finance Skills Development
- Sign into FSD (if you do not sign in, you will not be able to book onto an event)
- Click on events to view the events in your region
- To book onto an event, click 'book a place' button either 'for myself' or 'for a colleague'
- Your organisations FSD lead will receive an email asking them to accept or decline your request
- You will be notified via email if your place has been successful
- You will receive joining instructions least two weeks before the date of the event

When you sign up to an event, we will share your name, job title and organisation with selected third-party organisations.

Contact us

For any SDN enquiries, please contact us via email on SC.SDN@hfma.org.uk or call 0117 929 4789.

Future-Focused Finance



Future-Focused Finance is about improving NHS finance for everyone; recognising the need for strong financial skills and understanding across all professional groups to deliver good patient care and value for taxpayers. This national initiative has been designed to improve the quality of finance teams and financial management across the NHS. Delivery is through a range of networks, frameworks and toolkits, as well as events, workshops and other learning and development opportunities.

In 2018, the Finance Leadership Council refreshed their strategic aim and objectives. This means, with the support of the Finance Development Foundation and Skills Development Network, we're working to develop a diverse, appropriately skilled, adaptable and resilient finance function and workforce, to ensure value for money and quality services for patients.

Work is developed under five delivery themes; each is supported by committed finance leaders from among the NHS:

- Culture
- Workforce and Leadership
- Engagement and Development
- Efficiency and Value
- Adapting to System Change

Talent Management and development opportunities through SDN and FFF

The Skills Development Network and FFF are working in together to ensure there are suitable development opportunities if you want to become a senior finance leader.

Through Skills Development you can begin your journey with the mini Developing Talent programme aimed at bands 3-5, moving onto the full Developing Talent Programme for bands 7 upwards. These are then steppingstones to move into the FFF programmes and networks which offer development opportunities for those working at Band 8B and above including programmes for new in post FD/CFOs and development programmes for existing FDs. Further information on all of the FFF programmes can be found on the [website here](#).

FFF towards excellence

The FFF Towards Excellence accreditation system is designed to allow the NHS Finance Leadership Council (FLC) to give due recognition to those NHS organisations that have the very best finance skills development culture and practices in place. It is based on a simple self-assessment process.

There are three levels within the process. They reflect the continuous development of the organisation's finance function, with level three recognising the highest standards of financial competence and commitment to the skills development of the finance team. Level 1 will be achieved through a process of self-assessment with verification from the organisation's Finance Director. Levels 2 & 3 will require peer-assessment by colleagues from another NHS organisation. Each accreditation lasts for a period of three years and will then require reaccreditation.

For further information on the process, including the evidence schedule proformas, please visit the [FFF website](#).

About the HFMA

The Healthcare Financial Management Association (HFMA) is the professional body for finance staff working in healthcare. For 70 years it has provided independent support and guidance to its members and the wider healthcare community.

It is a charitable organisation that promotes the highest professional standards and innovation in financial management and governance across the UK health economy through its local and national networks. The association analyses and responds to national policy and aims to exert influence in shaping the healthcare agenda. It also works with other organisations with shared aims in order to promote financial management and governance approaches that really are 'fit for purpose' and effective.

The HFMA is the biggest provider of healthcare finance and business education and training in the UK. It offers a range of qualifications in healthcare business and finance at undergraduate and postgraduate level and can provide a route to an MBA in healthcare finance. The association is also an accredited provider of continuing professional development, delivered through a range of events, e-learning and training. In 2019 the HFMA was approved as a main training provider on the Register of Apprenticeship Training Providers and will be offering and developing a range of apprenticeships aimed at healthcare staff from 2020.