

3 March 2015

Dear Colleagues

Revised annual planning timetable 2015/16

As you are aware, our [letter to the sector dated 18 February 2015](#) outlined interim tariff arrangements for 2015/16 pending a final 2015/16 National Tariff. In response to this we also issued a [separate letter dated 20 February](#), announcing our intention to extend the existing planning timetable.

We are now in a position to confirm the revised timetable for planning, contracting and dispute resolution in 2015/16, as agreed with NHS England and the NHS Trust Development Authority. This timetable is set out below.

Timetable item (applicable to all bodies unless specifically referenced)	Original timetable	Revised timetable
Contract negotiations	Jan – 11 Mar	Jan – 31 Mar
Weekly contract tracker to be submitted each Thursday	From 29 Jan	From 29 Jan
Submission of draft activity plan data (NHS Trusts, NHS FTs (except distressed NHS FTs))	n/a	27 Feb
Submission of draft finance and activity plan data (CCGs, NHS England and distressed NHS FTs)	n/a	27 Feb
Confirmation by providers of chosen tariff option - ETO or DTR (NHS Trusts and NHS FTs)	n/a	By 6pm on 4 Mar
Checkpoint for progress with planning measures and trajectories (CCGs, NHS England)	13 Feb	20 Mar
National contract stocktake – to check the status of contracts	20 Feb	27 Mar
Contract Signature Deadline	11 Mar	31 Mar

Timetable item (applicable to all bodies unless specifically referenced)	Original timetable	Revised timetable
Full commissioner plans approved by Governing Bodies of CCGs Draft plans approved by NHS Trusts and NHS FTs	n/a	By 31 Mar
Post-contract signature deadline: where contracts not signed, local decisions to enter mediation*	By COP 25 Feb	By COP 1 Apr
Submission of full commissioner plans (CCGs, NHS England)** Submission of draft plans (NHS Trusts & NHS FTs)	27 Feb (noon)	7 Apr (noon)
Assurance of most recent plan submissions by national bodies	27 Feb – 30 Mar	7 Apr – 13 May
Checkpoint for progress with planning measures and trajectories (CCGs, NHS England)	6 Mar	14 Apr
Contracts signed post-mediation	11 Mar (by noon)	17 Apr (by noon)
Entry into arbitration where contracts not signed; and submission of Dispute Resolution Process paperwork*	11 Mar (noon)	17 Apr (noon)
Contract arbitration panels and / or hearings*	13 – 24 Mar	20 – 29 Apr
Arbitration outcomes notified to commissioners and providers*	By 25 Mar	By 30 Apr
Plans approved by Boards of NHS Trusts and NHS FTs	By 31 Mar	By early May
Contract and schedule revisions reflecting arbitration findings completed and signed by both parties*	By 31 Mar	By 7 May
Submission of final plans (NHS Trusts & NHS FTs) Commissioner plan refresh if required (CCGs and NHS England)**	10 Apr (noon)	14 May (noon)
Assurance and reconciliation of operational plans	From 10 Apr	From 14 May
Feedback to NHS FTs	By Jun	By Jul

*The dispute resolution process is non-mandatory for FTs - full guidance is available [here](#).

**For information, NHS England has stated that there should be no reduction in surplus or increase in deficit for commissioners from the plans submitted on 7 April. Where commissioner plan submissions on 7 April are not based on agreed contracts, commissioners will need to ensure that mitigations are in place to manage any increase in planned provider spend identified between the submission of plans on 7 April and the refreshed version on 14 May.

We believe that the planning timetable set out in this letter, although challenging, is achievable. It also strikes the right balance between allowing as much time as possible for the development of robust plans, and a recognition that plans need to be in place and risk-assessed as early in the year as possible.

NHS England has recently released further [guidance on the 2015/16 CQUIN scheme](#) and a [FAQ on the interim tariff arrangements](#) that we would also like to draw your attention to.

We will continue to update you with any new information as it becomes available and support you through the process, but please contact your Relationship Team or compliance@monitor.gov.uk should you have any further queries.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JD', written in a cursive style.

Jason Dorsett

Finance, Reporting & Risk Director