

All Wales Research Delivery Funding

Initial Spending Plan/Budget Setting for 2021/22

Guidance on Reviewing Initial Spending Plan

Circulation for Action: NHS Organisations and Support & Delivery Centre
Deadline: 29th January 2021

1. Amendments to the draft 2020/21 Spending Plan

Amendments to the draft Spending Plan 2021/22 are due to be submitted to the Research Funding Team on the **29th January 2021**.

The Research Funding Team will be available to support organisations to answer queries, and can also help make changes to the draft spending plan if required

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2. Purpose of this Guidance

This paper provides guidance to NHS organisations and the Support & Delivery Centre on how to review and amend the initial Research Delivery spending plan for 2021/22.

3. Background

A new approach to distributing Research Delivery Funding was implemented in 2020/21, requiring transition from the previous formula based 'activity-based funding' model.

From 2021/22, Research Delivery Funding is provided based on the needs of research studies, and funding is directed to where and when those resources are needed and associated costs are incurred. This includes the study-specific activities, as detailed in the research protocol, and the wider support (local and national) that facilitates or supports the study to be set up and delivery.

Financial information is collected relating to the Research Delivery Funding at the beginning of the year and on a monthly basis thereafter. The financial monitoring arrangements for Research Delivery Funding are described in more detail in the ***All Wales Research Delivery Funding technical guidance***.

4. Initial Spending Plan and Budget Setting for 2021/22

4.1 Creation of the initial spending plan

NHS organisations and the Support & Delivery Centre are initially reserved a delivery budget for 2021/22 that matches their ongoing committed expenditure. The Research Funding Team have created an initial spending plan based on actual expenditure detailed within the 2020/21 Quarter 2 financial returns, which have been reviewed and agreed by Welsh Government.

The draft 2021/22 NHS organisation spending plan includes:

- R&D Office staff costs (R&D Director/R&D Lead posts are included on a separate tab)
- Research delivery team staff costs i.e. research nurses, trials officers, administrators etc
- Clinical support staff costs and/or clinical service support costs i.e. pharmacy, pathology, microbiology, radiology etc
- R&D Office running costs (non-pay) – headings only
- Specialty Leads and other national posts hosted by the NHS organisation
- Bank staff – headings only

The draft 2020/21 Support & Delivery Centre spending plan includes:

- Support & Delivery Centre staff and non-pay costs associated with functions that support the set-up and delivery of research.

Posts included initially are only those with permanent contracts and fixed-term contracts that extend beyond 1 April 2021 that were submitted in the Q2 2020/21 return.

Inclusion of posts/expenditure in the creating of the initial spending plan does not necessarily indicate a commitment by Welsh Government to maintain funding at this level, but is intended to create a building block for the NHS organisation to adjust from.

5. Excel spreadsheet entitled Draft Spending Plan 2021/22

The template is similar to the 2020/21 template in that it includes names of post holders, as well as indicating any planned cost recovery, to demonstrate that Research Delivery Funding is being utilised in the most appropriate way and that where possible, costs e.g. for research cost activities are being recovered.

Please note it is a **mandatory** requirement to include costs recouped from any other sources. As stated in guidance document ***The Appropriate Use of Research Delivery Funding***, the purpose of asking NHS organisations and the Support and Delivery Centre to show costs recovered funding is to provide assurances to Welsh Government that where Research Delivery Funding is being used to facilitate delivery of studies and that there are clear financial mechanisms in place to recoup the costs.

The template contains 3 worksheets: summary worksheet, delivery worksheet and Director/R&D Leads worksheet

5.1 Worksheet 1: Summary

This worksheet summarises all of the financial information within the spreadsheet and all of the columns self-populate.

5.2 Worksheet 2: Delivery

In this worksheet, you are expected to report on planned expenditure for Delivery, in line with the guidance documents ***All Wales Delivery Funding Technical Guidance for NHS Organisations and Support and Delivery Centre & The appropriate use of Research Delivery Funding***. Please refer to these documents when including expenditure.

Please refer to the following general guidance when adjusting the initial Spending Plan Template for 2021/22:

- **Names:** Post holders names are required
- **Staff supported through Research Delivery Funding:** When reporting on staff supported through Research Delivery Funding, please list each member of staff on a separate row, providing their full name in the first column.
- **Jointly funded posts:** Staff whose cost is covered in part through Research Delivery Funding and also by another funding source have been included as they were in 2020/21 returns.
- **Cost recovery:** Cost recovery has been included as reported in the 2020/21 returns
- **Other Funding Streams:** R&D resources/ posts covered from other funding streams
- **Free text fields:** the majority of the columns and rows within the reporting template are based on free text fields.
- **Drop Down menus:** where possible, drop down menus have been built in to the reporting template for ease of use and to facilitate summarising the returns, these columns are shaded light orange. The drop-down options are based on common entries from previous returns.
- **Staff oncosts:** when reporting on expenditure relating to staff members, please include the gross salary (i.e. with salary oncosts- superannuation, NI and cost of living).
- **Similar costs in more than one funding stream:** throughout the return, if you include costs for similar/ the same items in more than one funding stream,

please indicate why this is the case and what the difference between the costs are (if any).

- **Non-staff costs:** Non-staff costs that fall under printing, photocopying, stationary, travel, IT, meeting and conference costs.
- **Level of detail/ Missing information:** It is important that you include a sufficient level of detail within the returns for the resources allocated to be meaningful. In addition, it is important that the return is complete. If data is missing, please specify the reason for this.
- **Additional comments:** if you have any additional information you would like to include, please add these to the comment's column.
- **Comments from organisations throughout 2020/21:** These have been added to help organisations with the amendment of their initial Spending plans
- **Additional comments from the S&DC:** These have been provided where costs cannot be added as further information is required

Based on 2020/21 returns, posts have been categorised as *Delivery, Management or Administration* role, based on the following definitions.

- **Delivery:** Posts with patient contact or to undertake study related procedures (including supporting services)
- **Management:** Posts that manage and facilitate the research process.
- **Administration:** Posts carrying out admin tasks, without any mention of delivery in the role description

5.3 Worksheet 3: Director/R&D Leads

This worksheet contains the costs of Organisational R&D Leads (such as R&D Directors and R&D assistant Directors). However, since these posts are not covered by Research Delivery Funding, the associated costs do not feed into the total cost summarised in worksheet 1.

6. Amending the Draft Spending Plan 2021/22

On receiving the initial spending plan from the Research Funding Team, the NHS organisations and the Support and Delivery Centre are asked to review and amend the delivery tab and Director/R&D Leads tab (Worksheets 2 and 3) based on the following:

- Amend salary costs based on 2021/22
- Addition of any new posts already agreed locally that will commence during Q3 and Q4 2020/21
- Removal of posts that have been vacated and where there is no intention to replace
- Amendment or removal of non-salary costs that have been incurred in 2020/21 and where there is a change in need/likely costs incurred during 2020/21

- The addition of fixed-term posts stated previously as ending on or before 31st March 2021 that have since been extended
- Forecasted bank staff costs required in year
- Forecasted R&D Office non-pay costs required in year
- Amend cost recovery expected against specific posts (based on predicted Forecasted non-staff costs)
- Addition of any new posts/costs that support studies in set-up, actively recruiting or in follow-up in 2021/22 that have not been included

Detailed Guidance

The Delivery worksheet (worksheet 2) contains draft budgets relating to the costs listed in section 4.1, broken down as follows, as reported in 2020/21 Local Support & Delivery returns:

- **Column A: Name:** Post holder's full name.
- **Column B: Support Department:** Support department the resources relate to e.g. pathology, radiology, cardiology, respiratory, ophthalmology, etc.
- **Column C:** Any additional detail regarding the support department the resources relate to.
- **Column D: Post Type/ NHS Support Costs for investigations or procedures (drop down; please indicate):** Drop down menu to identify whether the resource is a Delivery, Management or Administration post, or whether the costs are to cover NHS Support Costs for investigations and procedures associated with non-commercial portfolio studies (e.g. Biochemistry or other lab costs).
- **Column E: Post Title:** The post title or a brief description of the resource
- **Column F: Detailed Description:** Detailed description of the resource, including what activities the post will be undertaking. *Please note that this column will flag cells in green if activities that may require cost recovery are entered.*
- **Column G: Managing Specialty (Select all that apply):** Drop down menu to select the managing specialty of the portfolio that each member of staff is working within. If required, more than one can be selected by re-clicking on the drop down button and selecting additional specialties.
- **Column H: Managing Specialty Comments:** Optional free text field for providing supporting information regarding the managing specialty selected in the previous column. This must be filled in if 'Other' has been selected as the Managing Specialty.
- **Column I: 'Is the post holder undertaking any of the following activities as a significant part of their role (over 10%)?: Data collection, CRF completion, commercial study activities, screening to check eligibility criteria, analysis or reporting?'** Please select Yes/ No from the drop down menu. This is intended to flag that cost recovery may be required (particularly if no detailed description is provided in Column F)
- **Column J: Band:** if the resources relate to a specific post, the banding of this post can be selected from the drop down menu, using the NHS Agenda for

Change Banding. If a banding from a different pay scale applies, please select 'other' and specify this information in column F.

- **Column K: WTE (if applicable):** if the resources relate to a specific post, the Whole Time Equivalent is entered in this column.
Please note that WTE refers to the recurring weekly hours worked by a member of staff, so should not be used for one off payments (these can be included, but no WTE is required – the comments column can be used to confirm that no WTE is applicable).
- **Column L: Draft Research Delivery Budget 2021/22:** Please confirm the forecast cost of each resource in this column, between 01 April 2021 and 31 March 2022.
- **Column M: Equivalent Expenditure using 2017/18 Payscale (COMPLETE FOR PAY COSTS ONLY):** Please enter the 2021/22 pay costs that would be incurred if staff continued to progress on the old Agenda for Change Payscale (2017/18)
- **Column N: Cost of Uplift (to current NHS payscale position):** Auto populates the cost of the uplift, calculating the difference between costs entered in columns M and N.
- **Column O: Planned cost recovery in 2021/22:** please enter the forecast amount that will be recovered against the post/ cost listed in 2021/22. Please do not use any minus signs, just enter the full amount, as this will be summarised separately.
- **Column P: Net Research Delivery Spending Plan 2021/22 (After pay uplift and cost recovery deductions):** Auto populates the forecast net cost of each resource to be met by Research Delivery Funding between 01 April 2021 and 31 March 2022.
- **Column Q: Planned expenditure to be funded from another source in 2021/22:** Please enter here information for any posts listed that will be funded from sources other than Research Delivery Funding in 2021/22.
- **Column R: If funded from another source, enter source of funding:** Please enter the name of the funding source or details of where the funding will come from, e.g. commercial research income; charitable funds, etc (free text)
- **Column S: NHS Organisation Comments 2020/21:** Comments provided throughout 2020/21 reporting, included for information.
- **Column T: NHS Organisation Comments 2021/22:** Please enter information that will provide more detail against each entry as required, including justification for including any costs requested to be added to the draft spending plan, as per section 5 above.
- **Column U: S&DC Comments:** Comments/Queries provided by the Support and Delivery Centre Research Funding Team

7. Submission of Adjusted 2021/22 Spending Plans

NHS organisations and the Support and Delivery Centre are requested to submit their adjusted spending plans to the Research Funding Team by 29th January 2021,

8. Feedback to Welsh Government and Director of Support and Delivery

The Research Funding team will collate the amended 2021/22 spending plans from all NHS organisations and the Support and Delivery Centre and share the information with Welsh Government and the Director of Support and Delivery.

Please also note the Research Funding Team may contact organisations with any queries on their returns, in order to clarify the information submitted. Responses may also be shared with Welsh Government.

Initial Budget Confirmation will be provided by Welsh Government the week commencing 1st March 2021

9. Monthly Reporting

The Research Delivery Funding spending plan template can be used by NHS organisations/ Support & Delivery Centre as the local day-to-day financial management tool for recording Research Delivery income and expenditure, allowing for straightforward monthly financial status reports to be submitted to the Research Funding team. The purpose of monthly financial status reporting is explained in the **All Wales Delivery Funding Technical Guidance for NHS Organisations and Support and Delivery Centre 2021/22**. Deadlines for submitting monthly returns will be provided when initial budgets are confirmed by Welsh Government.

10. Support Available

The Research Funding Team are available to support organisations to answer queries, and can also help make changes to the draft spending plan and/or monthly returns if required

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Appendix 1: Whole Time Equivalent Scale

WTE	Hours
0.10	3.750
0.15	5.625
0.20	7.500
0.25	9.375
0.30	11.250
0.35	13.125
0.40	15.000
0.45	16.875
0.50	18.750
0.55	20.625
0.60	22.500
0.65	24.375
0.70	26.250
0.75	28.125
0.80	30.000
0.85	31.875
0.90	33.750
0.95	35.625
1.00	37.500