

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST
OUTCOME SUMMARY OF FINANCE AND PERFORMANCE COMMITTEE

TUESDAY 28th JUNE 2011

Present:	Barry Simms (Chair) Martin Beardwell Adam Cairns Tina Cookson John Davies Dennis Jones Neil Nisbet Debbie Vogler William Wraith	Non-Executive Director Non-Executive Director Chief Executive Chief Operating Officer Chairman of the Trust Non-Executive Director Finance Director Director of Strategy Head of HR
In attendance:	Peter Vernon Kate Shaw (Item 2011.75)	Non-Executive Director FCHS Programme Manager
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/recommendation/further action	Responsibility/ Deadline
2011.73 – Declaration of Interests	There were no declarations of interests.	
2011.74 – Minutes of the previous meetings	The minutes of the previous meeting held on 24 th May 2011 were approved as a correct record. The following outstanding actions were noted:- Internal Audit Report on Stores Function (2011.69) - Scope of audit to be shared with Barry Simms when finalised. Item to be carried forward. Operational and financial issues (2011.71) - Financial and Operational Plan to be presented to Board on 30 th June 2011.	EDs 26.7.11 NN/TC 30.6.11
2011.75 – Outline Business Case	The Committee NOTED the projected spend for the preferred options and opportunities being explored to bring the cost down further to an affordable solution. A further breakdown of the £35 million was requested.	EDs 26.7.11
2011.76 – Matters Arising	Update on Proposition for Sterile Services (2011.30) Neil Nisbet to keep the Committee informed of discussions taking place within the Steering Group meetings about the future of the unit.	NN Ongoing
2011.77 – Report from Chief Operating Officer and Month 02 Performance Report	Trajectory performance against plan on 4/5 key operational issues arising in the month to be included in future reports from the Chief Operating Officer. Exception Reports were received for areas of underperformance. Neil Nisbet to provide Non-Executive Directors with definition of NHS liquidity ratio. Format of Performance Report (Dashboard) to be amended to demonstrate month by month progress. Committee to forward comments on the Performance Directory to Tina Cookson	TC Ongoing NN 15.7.11 EDs Ongoing All 15.7.11

Minute	Decision/recommendation/further action	Responsibility/ Deadline
	The Committee NOTED the performance of the Trust at Month 2 and agreed to review the format of the report in August 2011.	All 23.8.11
2011.78 – Report from Finance Director	<p>At the previous meeting the Committee was presented with a forecast deficit for the year amounting to £10.556 million. A combination of actions being taken within the Trust and non-recurrent financial support has enabled the Trust to produce a revised forecast for the year which shows a balanced Income and Expenditure position for the year.</p> <p>The Contract with the two PCTs for 2011/12 financial year has now been signed.</p> <p>A detailed analysis of the pay attributing to the overspend of £1.78 million at the end of Month 2 was shared with the Committee.</p> <p>Detailed work to be undertaken to look at the implications of the ward closures and opportunities to improve the bank and/or reduce Agency.</p> <p>The Committee NOTED and APPROVED the actions being taken to address the forecast deficit. The Committee further NOTED the position at Month 2.</p>	TC 26.7.11
2011.79 – Payroll Costs Control	The Committee noted the actions being taken by the Trust to strengthen the controls over the employment of staff. Each Budget Manager to be advised by 1 st July 2011 of both the number of whole time equivalents (wtes) available to their respective service area and the level of budget to be spent on a monthly basis.	TC/NN 1.7.11
2011.80 – Capital Expenditure Approval Review	The Committee discussed and APPROVED the capital expenditure approvals framework.	
2011.81 – Terms of Reference of the Capital Planning Group	The Committee APPROVED the Terms of Reference of the Capital Planning Group.	
2011.82 – Completed Capital Projects 2010/11	The Committee received an analysis of completed projects at 31 st March 2011. A revised paper to be presented to the next meeting which included forecast to completion.	NN/JP 26.7.11
2011.83 – Update on Service Line Reporting	The Committee NOTED the work undertaken so far and the need to develop this further over the next 3-6 months to indicate profitability of services.	NN

Date and Time of Next Meeting - Tuesday 26th July 2011 at 2.00 pm in Seminar Room 1, SECC. Apologies received from Neil Nisbet

