

### Audit Committee

Key summary points from the meeting held on 12<sup>th</sup> February 2015.

The Committee:

- Thanked the Finance Team and support from Internal Audit in arriving at long-term solution to historic structural financial position.
- Noted that Internal Audit have made recommendation that there should be more Non-Executive Director (NED) oversight of significant discussions about the Trust's long term funding options. The Audit Committee recommended that the Board seek confirmation from NEDs that they are content with current involvement in the Trust's negotiations to secure permanent funding solutions. **Action: Are NEDs content with current amount of oversight?**
- Noted that reasonable progress has been made in relation to the Board Governance Assurance Framework. There are two 'red flags'. One is the requirement to have an independent evaluation of Board effectiveness and the committee structure within two years. It has been agreed that this review will not take place until the Chief Executive has been in post for a year. The second red flag concerns Board succession planning. The Committee recommended that a Skill Matrix and Equality and Diversity self-assessment is used. **Action: Workforce Director to develop succession plan and skills matrix for self-assessment**
- Noted that Internal Audit has raised the ongoing problems in relation to timely signing of commissioner contracts. This is likely to be an even more protracted process this year as there are problems around the tariff. The Contracts Team were asked to provide assurance to Audit Committee around the processes in place. It was noted that External Auditors for the contracting parties may comment on their audits that they are not signing contracts on time
- The Committee were pleased to receive assurance from Internal audit that in terms of Recommendation Tracking and Declarations of Interest/Code of Business Conduct the Trust was out-performing some flagship FT clients
- Audit Committee noted that the Audit Commission had replaced KPMG with EY as the Trust's external auditors for two years from 2015/16

Chair: Robin Hooper

12<sup>th</sup> February 2015

## Quality & Safety Committee

Key summary points from the meeting held on 18<sup>th</sup> February 2015:

### Ophthalmology

The committee has followed up its oversight of safety concerns in Ophthalmology with a visit to current and new outpatient facilities at PRH and then a productive discussion about progress with the service managers. Performance against 18-week standards is now being met. The processes that required improvement to reduce safety concerns have been substantially resolved. Longer-term sustainability of the service has some way to go to make best use of facilities and skills of all clinical staff, to optimise the integration of the team in the new configuration and to prepare for a substantial challenge from commissioners to demonstrate that we remain the best people to continue to provide the services across Shropshire.

### Impact of unresourced demand for unscheduled care on our safety profile

We have discussed the concerns raised by executive director members of the committee about the impact of sustained high levels of unresourced demand for unscheduled care on clinical standards and patient experience, safety and outcomes. We acknowledge the risk to our standard procedures which are occurring and will remain vigilant to understand the extent to which any vulnerability in our safety profile can be attributable to sustained use of escalation areas and the pressures on staff created by such extreme workloads. There is no doubt that staff are feeling the pressure and that research evidence alerts us to the risks of such circumstances. Our current recommendation to the Board is that we must not shy away from these concerns and the committee will continue to examine our performance and risk profile to identify specific concerns that arise.

Simon Walford  
Chairman

20<sup>th</sup> February 2015

### **Risk Committee**

Key summary points from the meeting held on 19<sup>th</sup> February 2015

The Committee:

- Agreed proposed risk appetite statements against the four domains in the Good Governance Institutes risk appetite matrix. (Financial/Value For Money; Compliance/Regulatory; Innovation/Quality/Outcomes; and Reputation). The Risk Committee found this a useful exercise and was agreed that the proposed statements will be discussed with the Board at the April Board Development Session.
- Discussed and approved assurance proposals around Estates issues identified by the Board
- Considered the Trust Risk Register and made recommendations in relation to specific prioritization
- Noted progress against the Trust Risk Management Strategy action plan approved by the Board in 2014
- Noted the progress that has been made in relation to the Board Assurance Framework risk on safe and efficient patient flow. Two components of this risk are now rated green (cancer waiting times and RTT times)

Chair: Peter Herring

19<sup>th</sup> February 2015

## Workforce Committee

Key summary points from the meeting held on 13<sup>th</sup> February 2015

1. The Committee discussed the Terms of Reference and agreed to change the priorities to focus on three areas. The committee agreed that it was important to ensure a strong focus on the organisations people agenda.

### Agreed Focus

1. Strategy
  2. Current challenges and opportunities
  3. Performance
2. The Committee was presented with some key findings from the 2014 Staff Survey which is embargoed until 27<sup>th</sup> February 2015. Results will be shared with Board this month.

The care groups and centres will share their results with their staff and focus groups will be set up to develop commitments. Consideration is being given to seeking out a group of key connector people within the Trust to be Care Group Leaders and lead focus groups.

3. The Committee received a presentation focusing on Health and Wellbeing which is an integral part of the People Strategy. Positive progress has been made within the Trust's catering services which includes the introduction of healthy option meal deals, stocking low sugar drinks and healthy options of sandwiches. An Annual Plan has been developed and staff have contributed to the plan. The plan focuses on mind, body and lifestyle.

Victoria Maher  
13<sup>th</sup> February 2015