

Audit Committee

Key summary points from the meeting held on 17th September 2015. The Committee:

External Audit

- Welcomed the new External Auditors from Ernst and Young and welcomed the reduction in fees achieved through the national procurement exercise.
- Reminded External Audit of the ongoing need for the Trust to continue to obtain continuing financial support from the Trust Development Authority to prevent cash problems.
- The Committee noted the briefing paper provided, with a list of key questions for Audit Committees to consider. These cover a number of areas including workforce planning, board effectiveness and CQC standards. The Director of Corporate Governance will ask the appropriate Directors to consider the relevant questions to provide assurance to the Audit Committee.

Internal Audit

- Were pleased to note the audit report on the Board Assurance Framework which is the fourth successive substantial assurance opinion, which recognises the embedded nature of risk management in the Trust.
- Discussed the Internal Audit report on Governance of Future Fit. This report provides moderate assurance and contains two high priority recommendations. The first of these related to the finding that expectations and intentions are not completely aligned, and this needs to be very tightly monitored. The Programme Execution Plan (PEP) will be re-circulated to Board members (included in the Information Pack as appendices to the SOC). The second high priority recommendation related to defining affordability in relation to the proposed options. They felt there was no absolute position on this, and the Trust's commitment is substantial. The Trust needs to feed in affordability discussions with the TDA to include capital costs, ongoing revenue costs and efficiency assumptions. There is concern that in the meantime operational responsibility rests with SaTH, which will almost certainly result in difficult and controversial decisions to maintain safety.
- Noted that the 'Fit to Transfer' audit is 95% complete. This will be circulated to the Audit Committee members as soon as it completed and Quality and Safety Committee will be asked to provide assurance on the implementation of the recommendations, and will consider sharing the findings with partner organisations.

Other items

- Endorsed the revised Risk Management Strategy and recommend it the Board
- Thanked Dennis Jones for his sterling contribution to the Audit Committee, both as Chair and member over the last few years. Dennis is stepping down as a Non-Executive Director in October.

Chair: Robin Hooper
17th September 2015

Business Development and Engagement Committee

Key Summary Points from the Meeting held on Tuesday 16th September 2015

The Committee:

1. Received a presentation from Tricia Finch, Head of Planning, summarising the key headlines from the 2015/16 Business Planning Review and the key themes that will shape the 2016/17 planning process. Overall the planning process continues to evolve and each year the process and outputs are enhanced. Representatives from the Care Groups and the corporate teams felt that this was a fair assessment and that this year's plans were clinically owned. Clinical leads emphasised their keenness to get involved together with the need for support on business skills. Operational capacity and giving clinicians sufficient 'time to plan' was still a challenge. The committee were advised that the 2016/17 process would embrace a '2 step concept' and would include a Vision Workshop for clinicians to develop the longer term direction of travel and a follow up Planning Workshop for operational management teams to draft plans to support this direction of travel.
2. Discussed the need to strengthen alignment and integration of plans and was advised that a Business Planning Forum had been established to support this work. The importance of setting ambition and agreeing priorities in context with the drivers and constraints of the "four legs of the stool" and in particular the financial elements in the process was recognised. The Committee discussed the ongoing developments and agreed the need for the process to be flexible and to support lateral communication. The Committee also emphasised the importance of links with the on going Deep Dive process.
3. Noted that the Board and Care Group Development Session on the 15th September had looked at developing a future planning framework that was built upon the principles of empowerment and 'working together to be even better' with an overall ambition to improve fulfilment within the lives of our staff and our communities. The Trust Chairman advised the Committee that further work on this would be shared in the near future.
4. Received a presentation from John Pattison, consultant Radiologist, and Debbie Jones, Care Group Director for Clinical Support Services describing the vision for Radiology services. The Radiology Strategy has been developed on the '4 legged stool' structure and key strategic developments included: looking at achieving UKAS accreditation to strengthen market position and improve recruitment campaigns, necessary paperless and integrated IT system requirements and opportunities for expansion of services in the community and in support of repatriation from other acute providers. Current constraints in delivering this were highlighted and in particular the approach and demand for prioritising IT project support.
5. Discussed the proposed suite of market intelligence reports that could be made available. Care Group representatives felt that accessing this information regularly was vital to support them making good business decisions and to identify and progress future business opportunities. The Committee fully supported Board agreement for this to be taken forward through the new Business Development Manager roles. The Committee also agreed that future work to include enhancing capacity and wider business skills within the Care was also an essential priority for the Trust.

Chair: D Vogler, Director of Business & Enterprise

Risk Committee

Key summary points from the meeting held on 20 August 2015

The Committee:

- Were pleased to note the fourth successive substantial assurance opinion on the Board Assurance Framework from Internal Audit with only minor recommendations for improvement being made. The Board Assurance Framework is regularly updated and is a 'live' document.
- Agreed risk appetite statements against each of the Corporate Objectives based on guidance produced by the Good Governance Institute. These will form an appendix to the Risk Management Strategy.
- Approved the revised Risk Management Strategy and recommend it to Trust Board.
- Considered the updated Board Assurance Framework and made further amendments prior to its presentation to Trust Board in September.
- Noted the results of the Risk Management Healthcheck which reflect a growing awareness across the Trust from 2011 to 2015

Chair: Neil Nisbet

20th August 2015

Workforce Committee

Key summary points from the meeting held on 14th August 2015

1. Talent for Care

The committee received a presentation on Talent for Care. This is the first ever national strategy for the development of healthcare support staff in bands 1 to 4. It recognized the potential of our support staff in improving the quality of patient care and experience. The framework has three areas for action which are “Get in” improving opportunities for people to start their career in a support role, “Get on” supporting staff to do the best they can in the job they do and “Go further” to provide career progression opportunities.

The Committee discussed the contribution that support workers made with the organization and felt strongly that their development needed to be supported.

The committee supported the commitment to sign up to Talent for Care.

2. Employer Branding

The Committee received an update on Employer Branding which is at its early stages of development. The campaign is “belong to something”, with a focus on promoting Shropshire and Telford and Wrekin as a great place to live and work.

The Committee is pleased with the progress.

<http://www.jobs.sath.nhs.uk/>

3. Recruitment

The Committee was informed of the positive news that the Home Office has approved the first 21 certificate of sponsorship (COS) for Philippine nurses. Further applications will be submitted in the next few months. This positive news has boosted the morale of the nursing staff across the Trust. It should be noted that the Trust is still carrying high vacancies in nursing, a strategy is being developed.

Victoria Maher
14th August 2015