

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OUTCOME SUMMARY OF FINANCE AND PERFORMANCE COMMITTEE

Tuesday 28th August 2012

Present:	Barry Simms (Chair) Martin Beardwell John Davies Victoria Maher Neil Nisbet Steve Peak	Non-Executive Director Non-Executive Director Chairman of the Trust Workforce Director Finance Director Acting CEO
Apologies:	Dennis Jones Andrew Stenton Debbie Vogler	Non-Executive Director Interim Chief Operating Officer Director of Business and Enterprise
In attendance:	Jill Price	Deputy Finance Director
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/recommendation/further action	Responsibility/ Deadline																					
2012.77 - Declaration of Interests	There were no declarations of interests.																						
2012.78 - Minutes and actions of meeting held on 26 th June and 24 th July 2012	The minutes of the previous meetings held on 26 th June 2012 and 24 th July 2012 were approved as a correct record. The following actions were noted: <table border="1" data-bbox="464 1182 1206 1850"> <tr> <td>2012.77</td> <td>Review of Cost Improvement Programme Estates and Corporate Services – Project Leads to be identified</td> <td></td> </tr> <tr> <td></td> <td>Booking and Scheduling – Paper to be submitted to Capital Planning Group</td> <td>SP Sept 2012</td> </tr> <tr> <td></td> <td>Pathology Reconfiguration – Alternative schemes to be identified to make up savings shortfall if necessary.</td> <td>AS Sept 2012</td> </tr> <tr> <td></td> <td>Bed Reductions – Executive Sponsor to update HEC in October on outcome of bed modelling.</td> <td>AS Oct 2012</td> </tr> <tr> <td></td> <td>Business Case for third linear accelerator – Steve Peak and Neil Nisbet to discuss progression of equipping third endoscopy room at PRH.</td> <td>SP/NN Sept 2012</td> </tr> <tr> <td>2012.70</td> <td>Clarification of open and closed clock status of referrals as a result of colorectal awareness campaign – action outstanding. Carried forward to next meeting.</td> <td>AS 25.9.12</td> </tr> <tr> <td>2012.74</td> <td>Sterile Services Post Project Evaluation - to be submitted in due course. Committee to be informed of outcome of tender process.</td> <td>NN 27.11.12</td> </tr> </table>	2012.77	Review of Cost Improvement Programme Estates and Corporate Services – Project Leads to be identified			Booking and Scheduling – Paper to be submitted to Capital Planning Group	SP Sept 2012		Pathology Reconfiguration – Alternative schemes to be identified to make up savings shortfall if necessary.	AS Sept 2012		Bed Reductions – Executive Sponsor to update HEC in October on outcome of bed modelling.	AS Oct 2012		Business Case for third linear accelerator – Steve Peak and Neil Nisbet to discuss progression of equipping third endoscopy room at PRH.	SP/NN Sept 2012	2012.70	Clarification of open and closed clock status of referrals as a result of colorectal awareness campaign – action outstanding. Carried forward to next meeting.	AS 25.9.12	2012.74	Sterile Services Post Project Evaluation - to be submitted in due course. Committee to be informed of outcome of tender process.	NN 27.11.12	
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2012.79 – Review of Terms of Reference	Revised version of the Terms of Reference to be circulated to the Committee in advance of discussion at Trust Board on Thursday 30 th August 2012.	AJY 29.8.12																					
2012.80 – Finance Director Report Month 04	The Trust recorded a deficit amounting to £763,000 at the end of July and was required to deliver a surplus for the year amounting to £1.9million.																						

	<p>The reasons why pay had overspent in the months April to July by £1.2 million and in the month of July by £729,000 were explained. This was largely due to the Trust failing to reduce its staffing levels at a rate consistent with its CIP Programme and increased costs in respect of both agency and waiting list initiative payments. Constraints and controls had been put in place in relation to reducing expenditure on bank, agency and overtime.</p> <p>The Committee discussed the challenges the Trust will face over the coming months in managing the cash position and ways to mitigate this problem through closer management of the capital position.</p> <p>Clarification was provided on the income price variation and it was noted that despite increasing activity levels the unit price of activity performed was much lower than planned.</p> <p>The Committee NOTED the financial position at Month 04, the controls and constraint measures being put in place by the Executive Team to reduce pay expenditure and the challenges the Trust faces to improve its cash position.</p>	
2012.81 – Improvement Programme Report Month 04	The Committee received the Improvement Programme Report for Month 04 and NOTED the status of the programme and validated savings of £1.9m against a year to date plan of £3.4m.	
2012.82 – Chief Operating Officer Report	The Committee NOTED the Trust's performance against operational targets.	
2012.83 – Workforce Director Report	<p>An overview of the workforce within the organisation was presented to the Committee which indicated that the absence rate had risen above the 3.3% target to 4.96% and action was needed by the Trust to in order to achieve the Statutory and Mandatory Training compliance rates required to meet NHSLA Level 2.</p> <p>A weekly reconciliation of the workforce and pay budget would be produced for discussion by Executive Directors and the Finance & Performance Committee.</p>	<p>VM 27.9.12</p> <p>SP/VM weekly</p>
2012.84 – Strategic Performance Report Month 04	The Committee NOTED the Trust's performance against the key targets in July 2012, specifically the achievement of both Admitted and Non-Admitted RTT targets in July 2012.	
2012.85 – Provider Management Performance Template	<p>The Provider Management Performance Template for the month of July 2012 was presented to the Committee for approval.</p> <p>The Committee noted the performance for July 2012 and recommended its submission to the SHA, subject to approval at Trust Board on Thursday 30th August 2012.</p>	
2012.86 – Proposed revised format – Strategic Performance Report	The Committee APPROVED a draft version of a revised performance report which brought together the Trust's own performance indicators and those of the Provider Management Regime framework in one report.	
2012.87 – FCHS Update	The paper outlining the progress of the FCHS project was received by the Committee. A paper confirming the Guaranteed Maximum Price and equipment costs would be presented to Trust Board in September 2012.	<p>SP 25.9.12</p>
2012.88 – Capital Planning Group Minutes 16 th August 2012	The Committee NOTED the draft minutes of the Capital Planning Group Meeting held on 16 th August 2012	
2012.89 – Revised Capital Planning Group Proforma	The Committee received a revised Capital Planning Group proforma and APPROVED its use for capital requests from September 2012.	<p>CPG Sept 2012</p>
2012.90 – Introduction of	The Committee received a revised Capital Planning Group proforma	<p>CPG</p>

Project Reviews for Capital Projects	and APPROVED it's use for capital requests from September 2012.	Sept 2012
2012.91 – Corporate Risk Register – Finance & Performance Risks	Julia Clarke, Director of Compliance and Risk Management to be invited to the next meeting to discuss this item. In the meantime Steve Peak agreed to ensure the overdue risks were complete.	AJY/JC 25.9.12 SP 25.9.12
2012.92 – Board Assurance Framework – Finance & Performance Risks	Julia Clarke, Director of Compliance and Risk Management to be invited to the next meeting to discuss this item.	AJY/JC 25.9.12
2012.93 – Any Other Business	No items were raised	

The next meeting will be held on Tuesday 25th September 2012, 2.00 pm, Meeting Room 1, Treatment Centre, RSH