

## THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

## OUTCOME SUMMARY OF FINANCE AND PERFORMANCE COMMITTEE

Tuesday 29<sup>th</sup> May 2012

Present:	Barry Simms (Chair) Adam Cairns Dennis Jones Neil Nisbet Debbie Vogler	Non-Executive Director Chief Executive Non-Executive Director Finance Director Director of Business and Enterprise
Apologies:	Martin Beardwell John Davies Victoria Maher	Non-Executive Director Chairman of the Trust Workforce Director
In attendance:	Andrea Green (for item 2012.52)	Interim Programme Director PMO
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/recommendation/further action	Responsibility/ Deadline
2012.47 - Declaration of Interests	There were no declarations of interests.	
2012.48 Minutes and actions of meeting held on 24 <sup>th</sup> April 2012	The minutes of the previous meeting held on 24 <sup>th</sup> April 2012 were approved as a correct record.  Terms of Reference (2012.44) – item deferred to future meeting.  Business Case for third linear accelerator (2012.36) – Centre to develop Business Case.	Chr 24.7.12 NN In due course
2012.49- Matters Arising Private Patient Strategy	Debbie Vogler to work with Neil Nisbet and Tony Fox to progress a scoping exercise for completion by September 2012.	DV/NN/TF 30.10.12
2012.50 – Finance Director Report Month 01	A profile of the Income and Expenditure position across the 2012/13 year to deliver a £1.9m surplus was presented to the Committee.  Disproportionate levels of annual leave and price variation in the month contributed to the reduced level of income received in April.  Plans to reduce pay expenditure were outlined to the Committee.  An analysis of non pay expenditure showed expenditure had increased by 9 % at year end in comparison to Month 7. Month 01 expenditure was similar to 2011/12 Month 10.  Discussions were taking place with Centres regarding action needed to achieve the targeted SLR position.  The Committee <b>NOTED</b> the position at Month 01 and was encouraged by the actions put in place to reduce pay expenditure and asked to be kept informed of the success and effectiveness of these at future meetings.	EDs Ongoing
2012.51 – Capital Plan 2012/13	The Committee received a schedule detailing revisions to the 2012/13 capital programme <b>NOTED</b> and recommended approval by Trust Board.	

2012.52 – Improvement Programme Report	The Committee received and <b>NOTED</b> the Improvement Programme Report which reported validated savings at Month 01 of £0.343 million against a plan of £0.346 million.	
2012.53 – Chief Operating Officer Report	The Committee received an update on RTT, Cancer, VTE, HSMR and A & E targets. Two of the three Cancer targets had been achieved. The Trust's under-performance against the A & E target continues to be closely monitored.	
2012.54 – Workforce Director Report – MARS Update	124 applications MARS applications had been received, equating to 95 wte posts. The next stage is to review the posts with the individual Centres and to explore any financial support from the PCT Cluster.	VM/NN 26.6.12
2012.55 – Strategic Performance Report Month 01	The Committee received and <b>NOTED</b> the Strategic Performance Report for Month 01. Of the 9 headline measures reported upon for April, 2 were assessed as Red in-month, 1 Green and 6 Amber.	
2012.56 – Provider Management Performance Template	The Committee noted the performance for the month of April 2012 and <b>APPROVED</b> its submission to the SHA.	
2012.57 – Proposed revised format Strategic Performance Report	A revised format Strategic Performance Report was presented to the Committee for consideration. The report built upon those areas identified within the SHA Provider Management Regime template and highlighted full year to date performance for each measure along with narrative and identified actions.  The Committee welcomed the revised format Strategic Performance Report and, subject to the amendments suggested, recommended this to Trust Board.	NN 31.5.12
2012.58 – Draft Minutes of Capital Planning Group meeting 17 <sup>th</sup> May 2012	The draft minutes of the Capital Planning Group meeting held on 17 <sup>th</sup> May 2012 were received and <b>NOTED</b>	
2012.59 – Sterile Services Post Project Evaluation	A company had been identified to work with Procurement and the Centres to agree standards on which to base evaluation criteria on.	
2012.60 – Breast Screening Service	The Committee supported the proposal for the completion of the phased conversion of the breast imaging service from analogue to digital and recommended approval of the additional expenditure to Trust Board. This was subject to receiving confirmation of the original approvals process.	NN 31.5.12
2012.61 – FCHS Project Update	An update on the Future Configuration of Hospital Services Programme was received and it was noted that the Full Business Case was approved by NHS Midlands and East on 24 <sup>th</sup> May 2012. Further updates, including details of expenditure, to be provided at future meetings.	NN Ongoing
2012.62 – Any Other Business	No items were raised	

**The next meeting will be held on Tuesday 26<sup>th</sup> June 2012, 2.00 pm, Meeting Room 1, Treatment Centre, RSH**

