

## THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

## OUTCOME SUMMARY OF FINANCE AND PERFORMANCE COMMITTEE

TUESDAY 22<sup>ND</sup> NOVEMBER 2011

Present:	Barry Simms (Chair) Martin Beardwell Adam Cairns John Davies Dennis Jones Victoria Maher Neil Nisbet	Non-Executive Director Non-Executive Director Chief Executive Chairman of the Trust Non-Executive Director Workforce Director Finance Director
Apologies:	Debbie Vogler	Director of Strategy
In attendance:	Andrea Green (for item 2011.108) Jill Price (for item 2011.112)	Interim Programme Director Assistant Director, Financial Management
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/recommendation/further action	Responsibility/ Deadline															
2011.105 – Declaration of Interests	There were no declarations of interests.																
2011.106 - Minutes and actions of meeting held on 27 <sup>th</sup> September 2011	<p>The minutes of the previous meeting held on 27<sup>th</sup> September 2011 were approved as a correct record.</p> <p>With the exception of the following all items were either completed, included as agenda items or carried forward.</p> <table border="1"> <tr> <td>2011.95</td> <td><b>Minutes and actions of meeting held on 26<sup>th</sup> July 2011 - Cycle of Business</b> - Item to be carried forward to next meeting.</td> <td>22.12.11</td> </tr> <tr> <td>2011.96</td> <td><b>Terms of Reference for Capital Planning Group</b> – Approvals process discussed and agreed that a Business Case for each capital scheme over £250,000 should also be presented to the Board for approval. Board also to be advised of any changes to the Programme or schemes over £250,000.</td> <td>NN Ongoing</td> </tr> <tr> <td>2011.97</td> <td><b>IM &amp; T Strategy</b> being developed and will be presented to the Hospital Executive Committee and Finance and Performance Committee when complete.</td> <td>NN 20.12.11</td> </tr> <tr> <td>2011.98</td> <td><b>Private Patient Strategy</b> – Proposition to be presented to the Committee in January 2012.</td> <td>AC 24.1.12</td> </tr> <tr> <td>2011.102</td> <td><b>Improvements to Strategic Performance Report</b> – Meeting held on 18<sup>th</sup> November 2011 to discuss improvements to the report. Revised version under development.</td> <td></td> </tr> </table>	2011.95	<b>Minutes and actions of meeting held on 26<sup>th</sup> July 2011 - Cycle of Business</b> - Item to be carried forward to next meeting.	22.12.11	2011.96	<b>Terms of Reference for Capital Planning Group</b> – Approvals process discussed and agreed that a Business Case for each capital scheme over £250,000 should also be presented to the Board for approval. Board also to be advised of any changes to the Programme or schemes over £250,000.	NN Ongoing	2011.97	<b>IM &amp; T Strategy</b> being developed and will be presented to the Hospital Executive Committee and Finance and Performance Committee when complete.	NN 20.12.11	2011.98	<b>Private Patient Strategy</b> – Proposition to be presented to the Committee in January 2012.	AC 24.1.12	2011.102	<b>Improvements to Strategic Performance Report</b> – Meeting held on 18 <sup>th</sup> November 2011 to discuss improvements to the report. Revised version under development.		
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2011.107 – Report from Finance Director	<p>The Committee <b>NOTED</b> the financial position at Month 07 and actions being taken to achieve a balanced financial position at year end.</p> <p>A bridge analysis showing the deficit at the start of 2011/12 and actions to achieve a balanced position at year end to be produced.</p> <p>An in-month Income and Expenditure table to be included in future</p>	<p>NN 22.12.11</p> <p>NN</p>															

Minute	Decision/recommendation/further action	Responsibility/ Deadline
	reports.	Ongoing
2011.108 – Improvement Programme Report	The Committee <b>NOTED</b> the position at the end of October 2011 and further action required to improve the assurance rating and savings of projects where gaps existed.	
2011.109 – Report from Chief Operating Officer	Adam Cairns introduced the Chief Operating Officer report giving an update on existing operational issues.	
2011.110 – Strategic Performance Report as at Month 07	The Committee received the Strategic Performance Report as at Month 07 and <b>NOTED</b> the progress being made to achieve the targets.	
2011.111 – Budget 2012/13 - Preliminary View	Neil Nisbet provided a brief summary of the budgetary position for 2012/13 highlighting the factors influencing this and the 2011/12 recurrent position. The meeting discussed the risks associated within the plan including the achievement of further cost improvement savings.	
2011.112 – Service Line Reporting	The Committee was advised of progress to develop a patient level costing model enabling the Trust to illustrate the financial position on a service line basis. A group is to be convened to develop this work further and regular reports would be presented to the Committee.	NN Ongoing
2011.113 – Cost Improvement Workstreams	A paper prepared by PricewaterhouseCoopers describing the progress made by four workstreams, namely Bed reduction, Nurse establishment, Job Planning and Mid-year financial review, was received for information.	
2011.114 – Outpatients	The findings of work undertaken by PricewaterhouseCoopers and Fynamore Ltd regarding improvements to outpatients was presented to the Committee. Task and Finish Group to be convened and dashboard produced to progress recommendations.	NN/SP Dec 2011
2011.115 – Sterile Services Update	The Committee to continue to receive updates on Sterile Services.	
2011.116 – Any Other Business	The Committee discussed the process for agreeing the agenda for the meetings, future agenda items and the inclusion of a summary with papers.	BS/EDs
2011.117 – Dates of future meetings	A schedule of meetings for 2012 was agreed subject to approval at Trust Board on 24 <sup>th</sup> November 2011.	

**Date and Time of Next Meeting – Thursday 22<sup>nd</sup> December 2011 at 2.00 pm, Seminar Room 2, SECC**

