

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OUTCOME SUMMARY OF FINANCE AND PERFORMANCE COMMITTEE

THURSDAY 25th JANUARY 2011

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| Present: | John Davies (Chair) Martin Beardwell Tina Cookson Dennis Jones Peter Vernon Debbie Vogler Jill Price Tony Brown | Chairman of the Trust Non-Executive Director Chief Operating Officer Non-Executive Director Non-Executive Director Non-Executive Director Director of Strategy Assistant Director, Financial Management (on behalf of David Gilbert) Assistant Director, Financial Performance (on behalf of David Gilbert) |
| In attendance: | Justin Barnes | Programme Manager |
| Apologies: | Barry Simms Adam Cairns David Gilbert | Non-Executive Director Chief Executive Interim Finance Director |
| Secretary: | Amanda Young | PA to Finance Director |

| Minute | Decision/Recommendation/Further Action | Responsibility/ Deadline |
|---|--|-----------------------------|
| 20.11.15 – Declarations of Interest | There were no declarations of interests. | |
| 2011.16 - Minutes and actions of previous meeting | The minutes of the previous meeting held on 6 th January 2011 were approved as a correct record. | |
| 2011.17- Matters Arising/Unresolved Issues | Month 08 Integrated Performance Report (2011.03) Month 08 Improvement Programme Report (2011.04) Format of reports to be reviewed and further discussed at the April meeting. | TC/DG April 2011 |
| | Sterile Services Unit (2011.10) Update including marketing strategy to be presented to meeting on 22 nd February 2011. | DV/MO 22.2.11 |
| | Profitability of Catering Services (2011.11) Sandwich Contract to be discussed with the League of Friends. | MB/PV February 2011 |
| | Review of Terms of Reference (2011.12) To be discussed at Trust Board meeting on 27 th January 2011 and at a meeting convened between Barry Simms, David Gilbert and Tina Cookson | BS/DG/TC 2.2.11 |
| | Stores (2011.14) To be carried forward to meeting on 22 nd February 2011 | All 22.2.11 |
| | Options for the use of Apley (2010.124) To be carried forward to April 2011. | DV April 2011 |
| | Improvement Programme – 3 year plan (2010.125) To be presented to the Committee in April 2011. | DG/NN April 2011 |

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|--|---|---|
| | <p>Outstanding actions relating to Patient Falls and Venous Thromboembolism to be discussed at the Quality & Safety Committee.</p> <p>Recruitment of A & E Consultants to be reviewed with HR.</p> | <p>PV 18.2.11</p> <p>JD February 2011</p> |
| 2011.18 - Month 09 Integrated Performance Report | <p>The Committee NOTED the performance of the Trust at Month 09 and looked forward to receiving the new style report in April 2011. In the meantime the underlying principles of some of the metrics were being challenged and data benchmarked.</p> <p>Non-Executive Directors requested an opportunity to discuss the IPR and framework data at a future Board Development Session. Other interested parties to be invited as appropriate.</p> | Trust Board February/March 2011 |
| 2011.19 - Month 09 Improvement Programme Report (QIPP) | The Committee continued to express concern about the poor delivery of the plan; the projected outturn position was currently £4,080k (60% of the original plan). A more rigorous approach was requested when identifying and agreeing the plan for 2011/12. To be discussed at the next meeting. | DG 22.2.11 |
| 2011.20 - System-wide QIPP Plan 2011/12 | A draft version of the System-wide QIPP Plan 2011/12 was tabled at the meeting. The Trust was continuing to work with the PCTs to produce a robust final plan which will be presented at the next meeting. | TC/DG 22.2.11 |
| 2011.21 - Month 09 Finance Report | <p>The Committee NOTED the financial position at Month 9, ie surplus of £109k against a plan of £530k, and the challenges to achieve the £0.2m surplus position.</p> <p>An economy-wide solution, with additional support from the SHA, had been agreed to address the additional revenue pressures identified (£1.4m).</p> | |
| 2011.22 - Month 09 Divisional Finance Report | The Committee received and NOTED the Month 09 Divisional Finance Report. | |
| 2011.23 - 2011/12 Budget Setting Update | The next meeting on 22 nd February 2011 will be devoted to discussing the budget for 2011/12. The Month 10 financial position will also be reviewed at this meeting. | All 22.2.11 |
| 2011.24 - Update on Consultant Job Planning | <p>The Committee received an update on the consultant job planning exercise which was progressing well and due to be completed in April 2011. Work was still ongoing with the challenged specialties.</p> <p>The Chairman agreed to discuss the possibility for a general reduction in the number of SPAs with the Acting Medical Director.</p> <p>The Committee was interested in discussions regarding identifying and agreeing activity levels for clinical PAs and the management and impact of this.</p> | JD/AF 22.2.11 |
| 2011.25 – Operating Framework 2011/12 | The Committee received a paper outlining the changes to the Operating Framework | |

Date of next meeting – Tuesday 22nd February 2011 at 2.00 pm in Seminar Room 1, SECC.