

**THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST**  
**OUTCOME SUMMARY OF FINANCE AND PERFORMANCE COMMITTEE**

**TUESDAY 22<sup>nd</sup> FEBRUARY 2011**

Present:	Barry Simms (Chair) Tina Cookson John Davies David Gilburd Dennis Jones	Non-Executive Director Chief Operating Officer Chairman of the Trust Interim Finance Director Non-Executive Director
In attendance:	Andrew Kent Neil Nisbet	Divisional General Manager – Division 3 Finance Director wef 1.4.11
Apologies:	Martin Beardwell Adam Cairns Peter Vernon Debbie Vogler	Non-Executive Director Chief Executive Non-Executive Director Director of Strategy
Secretary:	Julia Lake	PA to Chief Operating Officer

Minute	Decision/Recommendation/Further Action	Responsibility/ Deadline
20.11.27 – Declarations of Interest	There were no declarations of interests.	
2011.28 - Minutes and actions of previous meeting	The minutes of the previous meeting held on 6 <sup>th</sup> January 2011 were approved as a correct record.	
2011.29- Matters Arising/Unresolved Issues	<b>Month 08 Integrated Performance Report (2011.03)</b> <b>Month 08 Improvement Programme Report (2011.04)</b> Format of reports to be reviewed and further discussed at the April meeting.	TC/DG/BS 26.4.11
	<b>Profitability of Catering Services (2011.11)</b> Review of catering ongoing.	DG/MB/PV 26.4.11
	<b>Review of Terms of Reference (2011.12)</b> Approved by the Trust Board on 27 <sup>th</sup> January 2011	
	<b>Options for the use of Apley (2010.124)</b> Tina Cookson to discuss with Centre Chiefs before presenting to Trust Board no later than May 2011.	TC 26.4.11
	<b>Improvement Programme – 3 year plan (2010.125)</b> To be presented to the Committee in April 2011.	DG/NN 26.4.11
2011.30 – Sterile Services Unit	The Committee expressed concern about the delayed 'go live' date and the forecast overspend. Summarised reconciliation of the approved project cost with the latest "forecast to completion" to be provided at the next meeting.  Tina Cookson to report on internal procedures for the handling of recommendations and their introduction within the Trust.  Andrew Kent to present a revised business plan for the Sterile	DG/NN 26.4.11  TC 26.4.11  AK

Minute	Decision/Recommendation/Further Action	Responsibility/ Deadline
	Services Unit at the next meeting.	26.4.11
2011.31 – Contract Negotiations	<p>David Gilbert and Neil Nisbet advised of arrangements being negotiated with the two PCTs which would deliver a sustainable financial solution.</p> <p>It was recognised that the principles of any agreement be put in place before end February and details of the proposals to be reported to the March Trust Board.</p>	<p>NN/DG 31.3.11</p>
2011.32 - Month 10 Integrated Performance Report	New style report expected April 2011 to include an operational overview with 3 month outlook to demonstrate effect on profitability.	<p>DG/TC 26.4.11</p>
2011.33 - Month 10 Improvement Programme Report (QIPP)	Year to date savings noted of £2,793k against plan £5,035k, negative variance of £2,242k for 2010/11. Forecast savings of £3,606k for full year against plan of £6,791k. Future reports to highlight the key issues during the month, the corrective actions and outcomes planned.	<p>TC/DG 26.4.11</p>
2011.34 - Month 10 Finance Report	The Committee <b>NOTED</b> the Month 10 Finance report but raised concerns over increase in use of clinical agency staff during January.	<p>DG/NN 26.4.11</p>
2011.35 - Month 10 Divisional Finance Report	The Committee received and <b>NOTED</b> the Month 10 Divisional Finance Report.	
2011.35 – Month 10 Divisional Cash & Balance Sheet	The Committee received and <b>NOTED</b> the Month 10 cash and balance sheet	

**Date of next meeting – Tuesday 26<sup>th</sup> April 2011 at 2.00 pm in Meeting Room 229.**