

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

TUESDAY 2nd NOVEMBER 2010

Present:	Barry Simms (Chair – part meeting) John Davies (Chair – part meeting) Sue Assar Adam Cairns Julia Clarke Dennis Jones Peter Vernon Debbie Vogler Simon Walford	Non-Executive Director Trust Chairman Non-Executive Director Chief Executive Director of Corporate Affairs Non-Executive Director Non-Executive Director Director of Strategy Non-Executive Director
In attendance:	Justin Barnes (item 2010.149) Tony Brown (item 2010.152) Andrew Kent (item 2010.157)	Programme Manager Assistant Director, Financial Performance Divisional General Manager – Div 3
Secretary:	Amanda Young	PA to Finance Director
Apologies:	Martin Beardwell Steve Evans Trish Rowson Steve Shanahan	Non-Executive Director Medical Director Director of Service Delivery Finance Director

Minute	Decision/Recommendation/Further Action	Responsibility/ Deadline
2010.147 – Declaration of interests	There were no declarations of interest.	
2010.148 – Minutes and action points of meeting held on 5 th October 2010	<p>The minutes were approved as a correct record.</p> <p>With the exception of the following, all other actions had been completed, were included as agenda items or were carried forward.</p> <p>Matters Arising Unresolved Issues (2010.136)</p> <p>Consultant Job Planning Project Update - Obstetrics & Gynaecology (2010.69) Paper outlining the risk issues to be presented to Trust Board on 4th November 2010.</p> <p>SHA Support and Cash Flow Issues (2010.78) Adam Cairns and John Davies to meet with Ian Cumming and Paul Taylor to discuss options to address the financial problems, including Working Capital Loan.</p>	<p>JC 4.11.10</p> <p>AD/JD November 2010</p>

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	<p>Internal targets (2010.137) Internal stretch targets introduced for Patient Falls and A & E 4 hour waits and work to agree a target for Tissue Viability was ongoing.</p> <p>Recruitment of A & E Consultants (2010.137) Steve Evans to confirm whether A & E Consultant posts have been advertised.</p> <p>Improvement Programme (2010.138) Analysis of the IP schemes to be reviewed at the next meeting on 30th November 2010.</p> <p>Sterile Services Unit (2010.139) Lead to be identified to undertake the marketing of the Sterile Services Unit.</p> <p>Minutes and action points of meeting held on 3rd August 2010 (2010.24) Month 03 Integrated Performance Report - Data on Re-admissions (2010.117) Action relating to the provision of data on re-admissions was still outstanding. To be carried forward to the next meeting.</p> <p>SHA Support and Cash Flow issues – 2-3 year plan (2010.125) Tony Brown to contact Chris Benham to establish progress on the production of the 2-3 year plan.</p> <p>Month 04 Integrated Performance Report – Choose & Book (2010.126) Action still outstanding. Choose and Book thresholds to be re-negotiated by Trish Rowson and Steve Shanahan.</p> <p>Financial Report Format (2010.129) Steve Shanahan to review the presentation and format of financial reports.</p> <p>Format of future Finance & Performance Committee Meetings Executive Directors to present a first draft of Balanced scorecard for the Committee's consideration.</p> <p>Executive Directors to investigate SHA scoring process and opportunities to improve Trust ranking.</p>	<p>TR 30.11.10</p> <p>SE 30.11.10</p> <p>DV 30.11.10</p> <p>DV/AK 30.11.10</p> <p>SE/TR 30.11.10</p> <p>TB/CB 30.11.10</p> <p>TR/SS 30.11.10</p> <p>SS 30.11.10</p> <p>EDs 30.11.10</p> <p>EDs 30.11.10</p>
2010.149 – Matters Arising/Unresolved Issues	<p>Consultant Job Planning Project Update (2010.136) Justin Barnes presented a Broad Plan identifying the potential need for additional consultants and middle-grade doctors to respond to the challenges to meet patient demand or reduce risk. The Committee considered the need to reduce the number of SPAs and to understand the actual level of clinical administration involved.</p> <p>The Committee NOTED the good progress being made on the challenged services and asked to kept updated on progress, in particular with regard to benchmarking of activity and productivity levels and policies for the new "Centres".</p>	<p>SE/JB Ongoing</p>

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2010.150 – Month 06 Integrated Performance Report	<p>The Committee NOTED the Trust's performance against the key performance indicators in the areas of quality and delivery. Six of the 24 Quality targets were RAG rated Red and 6 of the 27 Delivery targets were RAG rated Red.</p> <p>Papers on Serious Incidents and HSMR to be presented to Trust Board on 4th November 2010.</p> <p>Executive Directors were asked to ensure that the actions included in the report were robust and up to date.</p> <p>Discussions with the PCTs to continue regarding Choose & Book and a plan to be presented at the next meeting to rectify the problems.</p> <p>Data on Patient Falls to be reviewed and validated.</p> <p>Adam Cairns to discuss the achievement of the 14 day cancer target with the Cancer Teams.</p> <p>Adam Cairns to investigate the issues in A & E which are causing continuing underperformance.</p> <p>Executive Directors to include in the report details of the number of patients waiting longer than 4 hours in A & E.</p> <p>Debbie Vogler to table a revised FT Timeline at Trust Board on 4th November 2010.</p>	<p>TR 4.11.10</p> <p>EDs Ongoing</p> <p>TR 30.11.10</p> <p>TR 30.11.10</p> <p>ACs 30.11.10</p> <p>AC 30.11.10</p> <p>EDs 30.11.10</p> <p>DV 4.11.10</p>
2010.151 – Month 06 Improvement Programme Report	<p>The Committee received the Month 06 Improvement Programme Report and NOTED actual savings of £1,258,000 against a plan of £1,756,000; a negative variance of £489,000 in total for 2011/12. Divisional schemes were largely on track, however there were some corporate shortfalls.</p> <p>Debbie Vogler to undertake a review of the Project Plans and consider ways to ensure accountability of the programme.</p> <p>Debbie Vogler to circulate the final CIP Review Audit Report in advance of discussion at the next meeting.</p>	<p>DV 30.11.10</p> <p>DV Asap/30.11.10</p>
2010.152 – Month 06 Finance Report	<p>The Committee NOTED the revised forecast outturn position of £0.2million surplus. This was based on input from the Divisions and assumes receipt of £3.5m Strategic Change Reserve money during the second half of the financial year. The reasons for the overspend on non-pay were explained.</p> <p>The Finance Department had been asked to produce a new format Finance Report that was briefer and which focused on month to month variations within the reconciliation of actual against budget with the aim of identifying inefficiencies. Tony Brown to establish the position regarding the money still owed to the Trust by Shropshire County PCT and NHS Telford & Wrekin.</p>	<p>JP/TB 30.11.10</p>

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2010.153 – Month 06 Divisional Finance Report	The Committee received and NOTED the Month 06 Divisional Finance Report.	
2010.154 – Financing	This item was not discussed.	
2010.155 – 2011/12 Planning Process	Debbie Vogler explained the 2011/12 Planning Process noting the integration of financial planning within this and the Corporate, Clinical and Centre workshops. Discussions had already commenced with the PCT Commissioners regarding their intentions for 2011/12. It was agreed that the strategic planning assumptions should be shared with the Finance & Performance Committee at their meeting on 30 th November 2011 and an update received each month thereafter on the progress against the planning instructions.	DV 30.11.10
2010.156 – Asset Valuation – Maintaining Accurate Asset Register	The Committee NOTED the options available to the Trust to annually update its asset values as required by the Department of Health/Monitor and AGREED to the Trust adopting a full revaluation every 5 years and an annual desktop update in between.	
2010.157 – Pending update	Andrew Kent attended the meeting to provide an update on Pending. Insufficient clinic capacity and poor data entry on Sema due to lack of essential training were the reasons for the problem, compounded by the use of temporary and bank staff. Adam Cairns agreed to report back to the Committee on the outcome of the Intensive Support Team Review of Ophthalmology. Rules of Engagement to be drafted and presented to the next meeting on 30 th November 2010. Exception reporting to be introduced for healthcare issues. Implementation of a new letter to patients advising them to telephone if no appointment is received within 2 weeks.	AC 30.11.10 AC/DV 30.11.10 EDs AK/Division 3 4.1.11
2010.158 - Review of Terms of Reference	Terms of Reference to be reviewed at a future meeting.	Chair 4.1.11
2010.159 – Any Other Business	None.	

Date of next meeting – Tuesday 30th November 2010 at 2.00 pm in Seminar Room 1, SECC, RSH