

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

THURSDAY 6TH JANUARY 2011

Present:	Barry Simms (Chair) Martin Beardwell Tina Cookson David Gilbert Dennis Jones Debbie Vogler	Non-Executive Director Non-Executive Director Chief Operating Officer Interim Finance Director Non-Executive Director Director of Strategy
In attendance:	Tony Brown Maureen O'Neill Joanne Yale	Assistant Director, Financial Performance Support Services Manager – Division 3 Head of Facilities
Apologies:	John Davies Adam Cairns	Chairman of the Trust Chief Executive
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/Recommendation/Further Action	Responsibility/ Deadline
2011.01 - Members to declare interests in any of the following items	There were no declarations of interests	
2011.02 - Minutes and actions of previous meetings	The minutes of the previous meetings held on 2 nd November 2010 and 30 th November 2010 were approved as a correct record.	
2011.03 - Month 08 Integrated Performance Report	The Committee NOTED the performance as at Month 08, and discussed the under utilisation in theatres and the need to correctly capture the data associated with Delayed Transfers of Care. A review of how performance of the Trust should be reported on in future is to be undertaken by Tina Cookson.	TC 25.1.11
2011.04 - Month 08 Improvement Programme Report (QIPP)	The Committee was disappointed with the forecast of £4.3m against an initial plan of £6.7m, particularly the poor delivery of the cross cutting schemes. A more simplified version of the report, highlighting the forecast position, was requested.	DG 25.1.11
2011.05 - Month 08 Finance Report	An income and expenditure deficit of £0.807m against a planned surplus of £1.971m was noted. The forecast outturn of £0.2m surplus included £3.5m SHA Strategic Change Reserve support.	
2011.06 - Month 08 Divisional Finance Report	The Committee received and NOTED the Month 08 Divisional Finance Report.	
2011.07 - 2010/11 Outturn Position	David Gilbert advised the Committee of a number of risks associated with achieving the forecast surplus of £200k.	

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2010.08 - Budget Setting Update	<p>The Committee NOTED the progress to date in preparing budgets for 2011/12, the key assumptions underpinning the 2011/12 budget setting process and the pilot approach to Zero Based Budgeting.</p> <p>A further update on the target to produce the budgets for sign-off by the Board at the end of March 2011, is to be given at the next meeting.</p>	<p>DG 25.1.11</p>
2010.09 - Review of Capital, Posts and CIPs	<p>The Committee received and NOTED reports on the Review of the Capital Programme 2010/11, Recruitment to Additional Posts and Reinvigorating the Improvement Programme.</p> <p>The capital programme 2010/11 would be reduced by £1.172m and that £1.093m of expenditure would be deferred until 1st April 2011.</p>	
2011.10 - Progress Report on Sterile Services Unit	<p>Maureen O'Neill updated the Committee on the Sterile Services Unit and advised that the "go live" date for PRH was 7th February 2011; RSH was expected to transfer as soon as possible after this.</p> <p>Discussions had taken place with regard to contingency arrangements.</p> <p>The Committee requested a further update at the February meeting including details a robust marketing plan which would improve the revenue for the Trust.</p>	<p>MO/DV 22.2.11</p>
2011.11 - Profitability of Catering Services	<p>Joanne Yale presented a paper to the Committee outlining the overall profitability of the Catering Service and details of the income and profitability of the existing contracts currently served by the Department.</p> <p>There was increased profitability at RSH work and was underway to deliver similar efficiencies at PRH. Martin Beardwell to discuss one initiative identified with the Chair of the Charitable Funds Committee.</p> <p>The Committee noted the absence of gross margins in the trading accounts and asked for these to be included in future.</p> <p>The Finance and Performance Committee NOTED and commended the work being undertaken to improve the profitability of the Trust's Catering Service whilst maintaining a strong focus on good quality, patient experience, nutrition and hygiene standards.</p>	<p>MB 25.1.11</p> <p>JY/TB In due course</p>
2011.12 – Review of Terms of Reference	<p>Meeting to be convened between Barry Simms, Tina Cookson and David Gilbert to discuss Terms of Reference and performance reporting.</p>	<p>AJY 25.1.11</p>
2011.13 – Any other urgent business	<p>Newton Europe Debbie Vogler to prepare a report for the Committee on the benefits to the Trust of the Newton Work.</p>	<p>DV 25.1.11</p>
	<p>Changes to PbR tariff for 2011/12 The Committee to forward comments to David Gilbert on the</p>	<p>ALL</p>

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	paper tabled at the meeting.	25.1.11
	Stores 'General and Catering Stores' to be discussed at a future meeting	Chair 22.2.11

c/fwd		
2010.24 – Minutes and action points of meeting held on 3 rd August 20110	Options for the use of Apley (2010.81) Debbie Vogler to present the outcome of the Review of the Private Patient Strategy to the Committee when completed.	DV April 2011
2010.125 – Matters Arising/Unresolved Issues	Improvement Programme Progress Report – identifying 3 year plans (2010.106) 3 Year IP Plan to be available by 31 st March 2011	DV 31.3.11
2010.163 - Future Configuration of Hospital Services	David Gilburt to present the financial impact of the PCT's reduced activity at the next meeting	DG 25.1.11
2010.164 - Financing	David Gilburt to present a proposal to defer the Capital Programme and action on the outstanding money owed from SCPCT, to the Board.	DG 27.1.11
2010.165 - Update on Pending	Adam Cairns to present the findings of the additional IST work to the Board in January 2011.	AC 27.1.11