

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OUTCOME SUMMARY OF FINANCE AND PERFORMANCE COMMITTEE

TUESDAY 27TH SEPTEMBER 2011

Present:	Barry Simms (Chair)	Non-Executive Director
	Martin Beardwell (part meeting)	Non-Executive Director
	Tina Cookson	Chief Operating Officer
	John Davies (part meeting)	Chairman of the Trust
	Keith Hudson	Deputy Head of HR
	Dennis Jones	Non-Executive Director
	Neil Nisbet	Finance Director
Apologies:	Adam Cairns	Chief Executive
	Debbie Vogler	Director of Strategy
In attendance:	Andrea Green	(for item 2011.100 only)
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/recommendation/further action	Responsibility/ Deadline															
2011.94 – Declaration of Interests	There were no declarations of interests.																
2011.95 - Minutes and actions of meeting held on 26 th July 2011	<p>The minutes of the previous meeting held on 26th July 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>2011.87</td> <td>Definition of Liquidity Ratio – Definition provided; action complete.</td> <td></td> </tr> <tr> <td>2011.89</td> <td>Strategic Performance Report as at Month 03 – Bed Watch – Neil Nisbet clarified expenditure associated with bed watch.</td> <td></td> </tr> <tr> <td>2011.90</td> <td>Report from Finance Director – The overspend in Corporate services related to the accrual of waiting list initiative payments pending the allocation to the relevant Centres.</td> <td></td> </tr> <tr> <td>2011.92</td> <td>Any Other Business – Production and timing of Board papers – A review of cycle of business and frequency of meetings to be undertaken.</td> <td align="center">TC 25.10.11</td> </tr> <tr> <td></td> <td>Service Line Reporting – work ongoing; further update to be provided at the next meeting.</td> <td align="center">NN/JP 26.10.11</td> </tr> </table>	2011.87	Definition of Liquidity Ratio – Definition provided; action complete.		2011.89	Strategic Performance Report as at Month 03 – Bed Watch – Neil Nisbet clarified expenditure associated with bed watch.		2011.90	Report from Finance Director – The overspend in Corporate services related to the accrual of waiting list initiative payments pending the allocation to the relevant Centres.		2011.92	Any Other Business – Production and timing of Board papers – A review of cycle of business and frequency of meetings to be undertaken.	TC 25.10.11		Service Line Reporting – work ongoing; further update to be provided at the next meeting.	NN/JP 26.10.11	
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2011.96 – Matters Arising: Terms of Reference Capital Planning Group	The Committee received and APPROVED the Terms of Reference of the Capital Planning Group. Project Managers were now required to attend Capital Planning Group meetings. Neil Nisbet to provide the Board with a summary of the projects included in the capital programme, as part of the budget setting process.	NN Spring 2012															

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2011.97 – 18 week RTT and Outpatient Improvement Progress Report (Pending)	<p>Neil Nisbet to prepare a paper for Trust Board regarding the functionality and governance of IT system. The Trust had engaged with Finnamore Ltd to review the use of the PAS system. A Data Quality Group had been convened to work through the numerous data quality issues which existed.</p> <p>An IM&T strategy was currently being constructed for presentation to the Hospital Executive Committee in October 2011 which would bring together IT system issues.</p> <p>The Committee NOTED the progress to date.</p>	<p>NN 27.10.11</p> <p>NN 25.10.11</p>
2011.98 – Private Patient Strategy	A Trust wide Business Plan is to be developed and submitted to the Trust Board in October 2011.	TC 25.10.11
2011.99 – Sterile Services Proposition.	Neil Nisbet updated the Committee on progress with the Sterile Services proposition and agreed to provide a further update at the next meeting.	NN 25.10.11
2011.100 – Improvement Programme Report	<p>Andrea Green, Interim Programme Director updated the Committee on the overall status of the assurance with the Improvement Programme and explained that the Trust was required to demonstrate savings of £5.2million in 2011/12.</p> <p>Future reports to be aligned with the overall list of CIP schemes identified in the Finance Director's report totalling £6,881,000 for 2011/12.</p>	NN/AG 25.10.11
2011.101 – Report from Chief Operating Officer	Tina Cookson introduced the Chief Operating Officer report giving an update on existing operational issues.	
2011.102 – Strategic Performance Report as at Month 05	A meeting to discuss how the format of the report could be improved was to be arranged.	BS/JD/NN/DV/TC Oct 2011
2011.103 – Report from Finance Director	The Committee NOTED the position at Month 05 and asked to receive an initial forecast position for 2012/13 at the next meeting.	NN 25.10.11

Date and Time of Next Meeting – Tuesday 25th October 2011 at 2.00 pm in Meeting Room 1, Treatment Centre, RSH.

