

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

TUESDAY 24TH MAY 2011

Present:	Barry Simms (Chair) Martin Beardwell Adam Cairns Tina Cookson John Davies Dennis Jones Neil Nisbet Debbie Vogler William Wraith	Non-Executive Director Non-Executive Director Chief Executive Chief Operating Officer Chairman of the Trust Non-Executive Director Finance Director Director of Strategy Head of HR
In attendance:	Bruce McElroy Maureen O'Neill Joanne Yale	Chief Pharmacist Support Services Manager – Division 3 Head of Facilities
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/recommendation/further action	Responsibility/ Deadline
2011.57 – Declaration of Interests	There were no declarations of interests.	
2011.58 – Minutes of the previous meetings	The minutes of the previous meeting held on 26 th April 2011 were approved as a correct record.	
2011.59 – Matters Arising Sterile Services Project Update, including Marketing Strategy (2011.30)	An update on the Sterile Services Project was received from Maureen O'Neill. The Committee asked for a clear proposition to be prepared and presented at the next meeting. In the meantime marketing of the unit should continue.	MO/SB 28.6.11
2011.60 – Matters Arising Use of Bank and Agency Staff (2011.53)	The Committee received and NOTED the paper. The general issues associated with the use of bank and agency staff were discussed under item 2011.71.	
2011.61 – Matters Arising A & E Performance (2011.53)	The Committee received and NOTED the paper. A general discussion regarding A & E performance took place under item 2011.71	
2011.62 - 2011/12 Budget Update	The reasons for the increased forecast deficit position to £10.556 million by the year end were explained by Neil Nisbet. The Trust has received an offer of £2.2 million from the West Mercia Cluster, thus improving the position to £8.2 million deficit. There was concern that the number of staff employed in the Trust had risen further and agency spend continued to increase. The Finance and Performance Committee NOTED the content of the update paper and requested an update at the next meeting.	NN 28.6.11
2011.63 - Capital Expenditure Review 2011/12	This item was not discussed due to the meeting following a revised agenda and would be discussed at the May Board meeting.	NN 26.5.11

Minute	Decision/recommendation/further action	Responsibility/ Deadline
2011.64 – Capital Expenditure Approval Review	This item was not discussed due to the meeting following a revised agenda and was deferred for discussion at the next meeting on 28 th June 2011.	NN 28.6.11
2011.65 – Terms of Reference of the Capital Planning Group	This item was not discussed due to the meeting following a revised agenda and was deferred for discussion at the next meeting on 28 th June 2011.	NN 28.6.11
2011.66 – Completed Capital Projects 2010/11	This item was not discussed due to the meeting following a revised agenda and was deferred for discussion at the next meeting on 28 th June 2011.	NN 28.6.11
2011.67 - Month 01 Integrated Performance Report/Dashboard	To be discussed at Trust Board on 26 th May 2011.	DV 26.5.11
2011.68 - Referral to Treatment (RTT) Action Plan	A general discussion on the issues surrounding RTT took place under item 2011.71.	
2011.69 - General and Catering Stores	Maureen O'Neill, Bruce McElroy and Joanne Yale attended for this item to provide assurance of the governance arrangements in place in relation to the Stores function, including Pharmacy. The Committee was reassured that a high level of security was being maintained by Pharmacy but Non-Executive Directors were concerned about the security and control processes in place within the Stores function, particularly RSH and awaited the Internal Audit report on this.	EDs In due course
2011.70 - Update on Service Line Reporting	This item was not discussed due to the meeting following a revised agenda and was deferred for discussion at the next meeting on 28 th June 2011.	NN 28.6.11
2011.71 – Any Other Business	Operational and Financial issues The majority of the meeting was given up to discussing the performance issues facing the Trust and the need for the Trust to identify a series of trajectories which the Trust could deliver. Other actions discussed included: <ul style="list-style-type: none"> • a proposal to create two discharge wards to accommodate the DTOC patients • alignment of the financial and operational plans, including pending • engagement with PricewaterhouseCoopers to construct a managed programme of cost reduction over the next 8 weeks. • Identifying a key, high profile area for the Trust to focus on improving over the next 3 months. • Written reports from the Chief Operating Officer and Finance Director to be presented to future meetings. 	TC 28.6.11 EDs 3.6.11 EDs EDs 28.6.11 TC/NN Ongoing

Date and Time of Next Meeting - Tuesday 28th June 2011 at 2.00 pm in Seminar Room 1, SECC