

Trust Board meeting: Thursday 1 November 2012

TB2012.114

Title	Finance and Performance Committee
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Status	A paper highlighting key areas of discussion at the Finance and Performance Committee meeting held on 17 October 2012, and formally presenting the minutes of the meeting held on 2 August 2012
History	This is a regular report to the Board

Board Lead(s)	Mr Chris Goard, Committee Chairman			
Key purpose	Strategy	Assurance	Policy	Performance

Summary

1	The Finance and Performance Committee met on 17 October 2012.
2	This paper sets out the key decisions, actions, risks and matters for future consideration as raised by the Committee and attaches the draft minutes of the meeting. Also attached are the approved minutes of the Committee's inaugural meeting held on 2 August 2012.
3	Recommendation: The Board is asked to note the contents of this paper and to receive the minutes of the Finance and Performance Committee on 2 August 2012

1. Introduction

The Finance and Performance Committee met on 17 October 2012. Detailed minutes are provided as Appendix A to this report. These minutes are draft and subject to formal approval at the next Committee meeting. The approved minutes of the 2 August 2012 meeting are attached as Appendix B.

2. Significant issues of interest to the Board

The following issues of interest have been highlighted for the Board:

- The Department of Health's Intensive Support Team is working with the Emergency Department with a view to embedding and sustaining the improvements in its performance.
- The Trust as a whole is meeting the 18 week target, but ENT and general surgery had fallen below the performance threshold.
- Relevant cancer targets had been met, with the exception of the 62 day wait.
- The Committee expressed concern about the age of some of the data relied on in the performance reports.
- Centralised control is to be imposed on the use of agency staff and non-pay expenditure in relation to 3 of the divisions

3. Key Risks Discussed

The following potential risks were discussed:

- Delivery of the £9.7m worth of Cost Improvement Programmes identified as "High Risk". Divisions are being asked to review these positions with a view to taking actions to mitigate the risks
- Recruitment difficulties, particularly on the Churchill site, were highlighted as a risk. Urgent work is being done with HR to address these.

4. Key decisions taken

The following key decisions were made:

- The Committee decided that its annual report for 2012/13 would be presented at its meeting in April 2013, and would then be presented to the Audit Committee. The Committee's objectives for 2013/14 would be agreed at its meeting in February
- The consideration of relevant risks within the Board Assurance Framework is to be a standing agenda item at each meeting.

5. Agreed Actions

- The Integrated Support Team report is to be brought to the December meeting, along with an updated ED action plan.
- The Committee's Annual Report is to be presented to the 10 April 2013 meeting, subject to confirmation from the Director of Assurance.
- Internal Audit is to be asked, with the consent of the Audit Committee, to conduct validation checks of information gathered from EPR.

- The Operational Performance Report to be presented in December will include an update on progress against reducing the number of delayed discharges
- The interim report on theatre utilisation is to be presented to the December meeting.
- A report on CIP outcomes, including details of recurrent and non-recurrent programmes, is to be presented to the December meeting.
- An explanation of the assumptions behind the cash flow forecasts is to be included in future Finance Performance Reports
- Changes in volume and activity levels within divisions to be included in future Finance Performance reports

6. Matters deferred for future consideration

- Procurement service future arrangements
- NHS Operating Framework

7. Assurance required from/actions required by other Board sub-committees

- The Audit Committee is to be asked to authorise the use of the Internal Audit resource to conduct validation checks of the data relied on by the Committee.

8. Matters to be referred to the Trust Board

- No items were formally referred for consideration by the Trust Board.

Christopher Goard, Finance and Performance Committee Chairman

October 2012