

	<p>The revised IT Strategy to be represented to the Committee and as a new section in the IBP – will be done as part of the strategy review. IM</p> <p>I Mackenzie to update the Committee on small maintenance jobs to be done through an update on the re-launch of the Estates helpdesk for the meeting on 22nd October. IM</p> <p>G Francis-Musanu to present the Communication/Strategy plan to a future Committee – to come to the October meeting G-FM</p> <p>G Francis-Musanu to update the IBP in light of the Committees recommendations – action completed</p> <p>P Simpson to amend the paper in respect of PIRs, splitting of cases, over runs and governance update – in the process of being updated PS</p> <p>P Simpson to present and update on SLR/SLM to the meeting on 22nd October. PS</p> <p>I Mackenzie to provide suitable reporting details on £2m+ projects. It was agreed that this should be removed as an action as it is covered by the monthly Capital Report.</p> <p>Amend the Terms of Reference to read 3 members including at least 1 executive and 1 non-executive director – completed</p> <p>Amend the Terms of Reference at 6.1 to add cash flow management and working capital – completed.</p> <p>Y Parker to review the Board/FWC workforce KPIs and reporting. These need to be up to date and include a commentary. YP</p>
3	<p>Finance</p> <p><u>Finance Performance Report M5</u></p> <p>P Simpson presented the Month 5 Finance Performance Report with the following highlights:</p> <ul style="list-style-type: none"> • As at month 5 the Trust had a small surplus both YTD and outturn forecast. • Savings are on track. <p>P Simpson informed the Committee that the divisions are performing well and on plan, except CSS which is £400k overspent ytd and has an outturn forecast overspend of £700k. He advised that workforce issues in Radiology are continuing leading to high agency costs and that the management team in CSS is producing a paper setting out the issues and the actions required to resolve them by the end of today.</p> <p>P Simpson fed back that there had been no resolution regarding the £5.5m.non</p>

	<p>recurrent funding. The Trust had received a letter back from the TDA rejecting both the Trust proposals. P Simpson is to meet with Sue Eggleton from the TDA on Thursday.</p> <p>R Durban asked P Simpson to explore the impact on the 13/14 budget if the £5.5m was not agreed, noting that there could be no further expenditure savings. The situation regarding income benefits needed to be clear. This would be discussed at the Private Board on 26th September.</p> <p>P Simpson reported that the CCGs have sent a list of challenges with a value of £7.5m for Quarter 1. He has written to the CFOs of the CCGs and expects these challenges to be withdrawn.</p> <p>P Simpson presented the cashflow position:</p> <ul style="list-style-type: none"> • The Trust is currently over performing on its SLA income but is accruing income on this over performance rather than receiving the cash. • The non-recurrent funding of £5.5m has not yet been agreed • The Trust has received a £2m cash advance from Sussex CCGs • The Trust is in the process of applying for a Temporary Borrowing Loan from the DH. This is a rolling 3 month interest free loan that would allow us to draw down the cash we required. • The cash for the Theatres Business Case will come after the Business Case is approved. <p>R Durban sought assurance that the Trust was reducing its agency nursing. P Simpson confirmed that he had held two separate two hour meetings with the Surgical and Medical Divisions to look at their staffing levels ward by ward. He is confident that the Surgical Division will hit its targets for recruitment and hit a steady state for vacancies. They will be reviewed again in 6 weeks. Y Parker added that the Surgical Division will have filled all its Band 2 posts and that the number of leavers in the Medical Division is reducing and has been lower than the joiners for the last 2 months.</p> <p>P Simpson then reported that within the Medical Division A&E nursing is almost at a steady state and should soon eradicate the agency overspend. Godstone ward has specific issues regarding the mixture of care they provide and the ward may be split. Medicine has had problems with ward managers, they are not currently hitting their targets but they are on the correct trajectory.</p> <p>J Power asked for clarification that the 40:60 elective to non-elective ratio that had been reported previously was now at 46:54. P Simpson confirmed this was correct.</p>
4	<p>WORKFORCE</p> <p><u>Workforce KPI's</u></p> <p>R Durban noted that the Workforce KPI's related to M4 and there was limited value in discussing them especially as agency costs had already been covered. Y Parker is</p>

	<p>reviewing this for future meetings.</p> <p>The Committee discussed Information Governance (IG) training, which is behind where it should be, and where Information Governance should be reported. I Mackenzie is producing an update for the Safety and Quality Committee on Data Quality and the IG is reported to the Board.</p>
5	<p>CAPITAL</p> <p><u>Estates Strategy and 3-5 Year Capital Programme</u></p> <p>I Mackenzie presented the draft Estates Strategy for discussion and input. It will be revised and come for final signoff in November.</p> <p>R Durban asked what conversations are happening between I Mackenzie and D Holden regarding linking the Estates Strategy to the Clinical and Quality Strategies for which D Holden is responsible. I Mackenzie responded that no formal conversations had taken place. G Francis-Musanu confirmed that the Board had not yet agreed the 3-5 year plan for the Trust and agreement about how to achieve this should come out of the Board development day later in the week.</p> <p>There was then a discussion regarding the linking of the various Board strategies. It was agreed that the Estates Strategy needed to reflect the Clinical Strategy for the services that are to be provided on our sites. The first 2 years of the strategy should be specific and deliver the clinical strategy but the future years need to be more flexible.</p> <p>Val Thompson joined the meeting. R Durban asked what will be done or what needs to be done in the next 12 weeks to produce the Integrated Business Plan (IBP) for submission to the TDA in January. V Thompson replied that the IBP should fall out of the work that is already being done and that at the moment we are producing papers for the IBP rather than them being there already.</p> <p>R Durban noted that for the FT process all the papers need to be signed off by the Board in December. V Thompson said these would consist of the IBP and all strategies as appendices plus the Long Term Financial Model. There would be limited opportunity to change them subsequently unless there is a major change to government policy.</p> <p>The Committee proposed that the Clinical and Quality Strategies should go to the October Board with the supporting strategies for Workforce, Estates, IT and Marketing to go to the October/November FWC before the December Board signed off the IBP and LTFM. This would require amendments to planned use of Board time.</p> <p>R Durban noted the opportunity this presented to answer some of the concerns over strategy formulation raised in the Board development feedback.</p> <p>Points discussed specific to the Estates Strategy included:</p>

	<ul style="list-style-type: none"> - The balance between maintenance/refurbishment/ space rebalancing and new projects - Possible additional services (hub and spoke models) - Impact of a move towards 24/7 services - Possible opportunities from unused space at ESH <p>G Francis-Musanu to agree with A McCarthy the Board and committee timetable to ensure that sign off is completed by the December Board. G F-M</p> <p><u>M05 Capital Report and Estates KPIs</u></p> <p>The Committee noted the month 5 capital report.</p> <p>The Estates KPIs were deferred to the October meeting. I Mackenzie is to propose the frequency and level of reporting required.</p>
6	<p>INFORMATION TECHNOLOGY</p> <p>The IT KPIs were deferred to the October meeting. I Mackenzie is to propose the frequency and level of reporting required.</p>
7	<p>BUSINESS PLANNING</p> <p><u>Update on IBP</u></p> <p>V Thompson presented the paper which was discussed in the context of the Estates Strategy (see above)</p> <p><u>Business Planning 2013/14</u></p> <p>G Francis-Musanu presented the paper on Business Planning. She highlighted that there will be a fortnightly Business planning group and all processes will go through the Management Board for Strategy, although this Committee has oversight.</p> <p>It was confirmed that year 1 of the IBP has to link in with the Trust Business Plan, but the Trust Operating Plan will depend on the TDA requirements.</p>
8	<p>ANY OTHER BUSINESS</p> <p>No other business was tabled</p>
9	<p>DATE OF NEXT MEETING</p> <p>There is an Extraordinary Meeting of the Committee on 7th October 2013 at 12 noon to receive and discuss the Theatres Business Case.</p> <p>The next monthly meeting is on the 22nd October 2013 at 3pm.</p>

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