

**Minutes of the Investment and Workforce Committee – Part 1  
Held on 6<sup>th</sup> February 2013 1 – 3pm  
In AD77, East Surrey Hospital, Redhill**

<b>Present</b>	Richard Durban	RD	Non-Executive Director (Chair)
	Richard Congdon	RC	Non-Executive Director
	John Power	JP	Non-Executive Director
	Paul Simpson	PS	Chief Finance Officer

<b>In attendance</b>	Gillian Francis-Musanu	GFM	Director of Corporate Affairs
	Janet Miller	JM	Deputy Director of Human Resources
	David Knight	DK	Cost Accountant (Minutes)
	David Heller	DH	Chief Pharmacist

<b>1</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>Apologies: Ian Mackenzie, Yvonne Parker, Michael Wilson and Alan Hall.</p>
<b>2</b>	<p><b>MINUTES AND ACTIONS OF THE PREVIOUS MEETING</b></p> <p><b><u>MINUTES – Part 1</u></b></p> <p><b>The minutes of the 8th of January 2013 meeting Part 1 were approved as an accurate record of the meeting.</b></p> <p>The Committee had a discussion around the Trusts strategies with RDurban commenting that sight of the IT strategy as well as the rationale behind all capital projects would aid the work of the Committee.</p> <p><b><u>ACTIONS</u></b></p> <p>PSimpson to position the Capital Program/Budget 13-14 within a 3-5 year rolling plan to the Committee <span style="float: right;">PS</span></p> <p>IMackenzie to provide narrative around 13-14 capital Programme. <span style="float: right;">IM</span></p> <p>IMackenzie to provide the Committee with the IT strategy for the Trust <span style="float: right;">IM</span></p>

3	<p><b>WORKFORCE</b></p> <p><b><u>Workforce KPI's</u></b></p> <p>In YParker's absence JMiller presented to the Committee the current Workforce KPI paper.</p> <p>Improvement to the KPI's were discussed, with the Committee suggesting stronger narrative, reviewing the KPI's used and the possibility that KPI's could be given at divisional level as well as the corporate level.</p> <p>JMiller highlighted that discussions had taken place with departments on the KPI's used and the relevance of them.</p> <p><b><u>ACTION</u></b></p> <p>YParker to review the KPI's used and the relevance of them. YP</p> <p>The Committee sought and received assurance on the KPI's and managements accountability for them. PSimpson highlighted that the KPI's are taken to Management boards and performance reviews as well as being discussed in managements appraisals.</p> <p><b><u>Appraisals Update</u></b></p> <p>JMiller presented to the Committee the appraisal update. On a rolling year basis from January 2012 to December 2012 the Trust is currently achieving 70.56% compliance (70.4% last year). The Education and Training Department is running a number of initiatives to drive on improvement in this figure such as appraisal refresher courses.</p> <p>A discussion followed around appraisals and the implementation of the Gateway process with its review of pay two thirds the way up the pay spine, benchmarking and the setting of targets.</p> <p>GFrancis-Musanu informed the Committee that 13/14 targets for Executive Directors and their direct reports will be based on the Corporate objectives with RDurban requesting to see an example of one stand following that format.</p> <p><b><u>ACTION</u></b></p> <p>GFrancis-Musanu to provide example of targets based on Corporate objectives GFM</p> <p><b><u>OP Plan Update</u></b></p> <p>JMiller presented a brief update focusing on the staff survey and CQC report on the staff survey. The Committee also noted the likely impact of the Francis Report on Organisational Development.</p>

**ACTION**

The OD Plan to be updated following the staff survey and the Francis Report and presented to the Committee. YP

**4 CAPITAL**

**M9 Capital Report**

PSimpson briefed the Committee on current developments including the postponement of refurbishment of Hazelwood Ward, the ongoing work to upgrade ESH Theatres and an update on the Linear Accelerator Project.

The Committee sort and received assurance that the postponement to improvement of Hazelwood was not going to have a detrimental impact on patients. RDurban sought clarification as to whether the original business plan included the refurbishment of Hazelwood Ward.

**ACTION**

IMackenzie to provide the Committee with a post review of the Unscheduled Care Project. IM

The Committee discussed in detail the current plans for Theatres with PSimpson informing the Committee that discussions were ongoing with the SHA over funding and that there might be the possibility of a new maternity theatre. The business case is to return to the committee in April.

PSimpson informed the committee that the Liner Accelerator Project was progressing with currently only minor issues and that the Trust was confident that the project would be completed and that some billing for items of work already done had taken place.

**ACTION**

PSimpson to see Theatres business case return to April IWC. PS

**Main Entrance PIR & Endoscopy PIR**

PSimpson presented the positive PIR on the main entrance with the Committee seeking and receiving confirmation that for problem areas still in existence a retainer was being kept by the Trust. A discussion followed around the income the new entrance was generating for the Trust. The Committee discussed at length the Boots contract getting assurances about its workings and the details of the contract signed with Boots. Neither PIR contained analysis of actual performance against the business case or project timescales. Therefore the PIRs would be re-presented to the next meeting.

	<p><b><u>ACTION</u></b></p> <p>Main Entrance and Endoscopy PIR's to be represented to the next Committee. IM</p>
5	<p><b>BUSINESS PLANNING</b></p> <p><b>E Prescribing Business Case</b></p> <p>DHellier presented the EPMA business case to the Committee setting out the 3 options available. The reasoning behind the preferred option was then presented. The Committee challenged the revenue/saving elements of the business case and sort assurance on the ability to gain clinical engagement. Further discussions around the vulnerability of the system to failure and the backup procedures in such an eventuality where also had. The Committee concluded that further changes were needed before the business case could be signed off, including the formal sign off by Executives.</p> <p><b><u>ACTION</u></b></p> <p>DHeller to complete required changes to the EPMA business case before it receiving sign off from the Committee.</p> <p>Note: Subsequent to the meeting assurances were received by the Committee and the business case was approved with the condition that achievement of the benefit would be reviewed and confirmed at appropriate points during implementation.</p>
6	<p><b>ANY OTHER BUSINESS</b></p> <p><b>None noted</b></p>
7	<p><b>DATE OF NEXT MEETING</b></p> <p>Next meeting is scheduled for 6<sup>th</sup> March 2013 1pm-3pm AD77.</p>