

Minutes of the Investment and Workforce Committee – Part 1
Held on 5th December 2012 1:00 – 3pm
In AD77, East Surrey Hospital, Redhill

Present	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
	Michael Wilson	MW	Chief Executive Officer
In attendance	Janet Miller	JM	Deputy Director of Human Resources
	Justine Stratfold	JS	Head of Service Line Reporting (Minutes)

1	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>Apologies Yvonne Parker (Janet Miller in attendance), Alan Hall, Gillian Francis-Musanu, Ian Mackenzie</p>
2	<p>MINUTES AND ACTIONS OF THE PREVIOUS MEETING</p> <p><u>MINUTES – Part 1</u></p> <p>The minutes of the 7th of November 2012 meeting Part 1 were approved as an accurate record of the meeting.</p> <p><u>ACTIONS</u></p> <p>PIR for the unscheduled care and main entrance to be carried forward.</p>
3	<p>WORKFORCE</p> <p><u>Workforce KPI's</u></p> <p>It was noted that only 51.6% of appraisals due in month had taken place. JM said there was strong focus on appraisals but in addition the timing was being looked at so that some months did not become unachievable.</p> <p>JM also advised that there is a judgment surrounding the quality of the appraisal and that inadequate appraisals are sent back to be redone. These are not counted in the appraisal rates.</p>

For areas with large groups of similar staff, departments are looking at joint objective setting together with individual PdP's.

PS provided assurance to the committee that divisions are challenged on their appraisal rates through the divisional performance reviews.

JM confirmed that the appraisal process includes staff values as well as technical ability and skills. She further confirmed that the appraisal indicator includes medical and non- medical staff.

PS advised that all consultants are being written to asking them to declare their private interests. In addition all job plans will be signed off and linked to appraisal.

RD challenged whether the KPI RAG ratings were consistent with the Board Assurance Framework (BAF). JM would review this:

RC queried whether the bank staff usage KPI should be red given that previous conversations have advised that this can be an efficient solution with no enhanced cost to the organization. It was advised that the measure is set as part of the workforce plan so that no more than 10% of workforce be temporary. It is a requirement that this measure is reported to the SHA. PS suggested that the trigger point be reviewed as even more bank use is currently required to reduce agency spend.

JP queried the red rating on establishment. PS explained that the metric is a comparison to plan and as WTE is not reducing as expected the measure is red.

4 CAPITAL

PS reported that the Unscheduled Care Project is nearly finished. There are some snagging issues to finish but this is the contractor's responsibility to resolve.

With regard to the Theatres Redevelopment Project, an application for a licence to remove the Great Crested Newts has been lodged. Funding has been secured for the development together with confirmation funding can be carried over to the next financial year. Air flow and ventilation issues in the interim will be managed by a more intensive maintenance program in theatres, with the contingency of bringing in mobile theatres or sending work out as necessary. The Committee was assured that there had been timely and appropriate dialogue with Natural England, appropriate licensing laws have been followed and mitigation measures put in place whilst approval is sought.

The Main Entrance is open with a few snagging issues.

The LINAC's development has some legal issues to resolve. This includes the payment amount and the restrictions regarding the future use of the building. It was

	<p>anticipated that the agreement would be signed on 14th December 2012.</p> <p>It was agreed that the 2013-14 capital budget will come to the IWC in January and that it would fully reflect funding available and prioritisation linked to the Estates Strategy, the Clinical Strategy and the IBP.</p> <p>ACTION: 13/14 Capital Budget to IWC in January IM</p> <p>JP queried what is contained within the £120k enabling works spend against the Respiratory Unit Development.</p> <p>ACTION: IM to clarify the enabling work spend at the January I&WC. IM</p> <p>The PAC's business case was deferred to an extraordinary meeting of the IWC on the 13th December 2012.</p>
5	<p>BUSINESS PLANNING</p> <p>PS provided an overview of the FT position. The TDA will be a temporary organization in existence until all trust FT applications are complete. The projected time scale for this is 2016. There are 103 organizations to pass through the pipeline. It is predicted that 23 of these will have a different organizational form with the rest being standalone organizations. The TDA's view is that they will have 60 FT's to support.</p> <p>GFM would present a timetable for the Trust's FT application process to the Board Seminar on 3rd January 2013.</p>
6	<p>ANY OTHER BUSINESS</p> <p>None noted</p>
7	<p>DATE OF NEXT MEETING</p> <p>Next meeting is scheduled for 8th January 2013 1pm-3pm AD77.</p>