

**Minutes of the Extraordinary Finance and Workforce Committee**  
**Held on 12<sup>th</sup> June 2014 at 8am**  
**In AD77, East Surrey Hospital, Redhill**

**Present**

Richard Durban	RD	Non-Executive Director (Chair)
Paul Simpson	PS	Chief Finance Officer
Ian Mackenzie	IM	Director of Information & Facilities
Paul Bostock	PB	Chief Operating Officer

**In attendance**

Catriona Tait	CT	Head of Service Line Reporting
Sue Jenkins	SJ	Director of Strategy
Richard Shaw	RS	Non-Executive Director

<b>1</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p><b><u>Apologies:</u></b>  Apologies were received from John Power, Fiona Alsop, Yvonne Parker, Gillian Francis-Musanu and Alan Hall</p> <p><b><u>Declarations of Interest:</u></b> There were no declarations of interest.</p>
<b>2</b>	<p><b>BUSINESS CASE INVESTMENT</b></p> <p><b><u>Decant and escalation ward facilities</u></b></p> <p>The Decant Ward and escalation facilities OBC was presented as read. R Durban introduced the discussion by reminding the Committee that at the Private Board on 24 April 2014 it was agreed that a dedicated decant and escalation ward on the East Surrey site was a priority for the Trust.</p> <p>R Durban noted that access and capital funds had been the main concerns when the case was reviewed by the Trust Executive Committee and he asked whether these had been resolved. S Jenkins replied that access was through Capel ward as the cost of moving offices and building a corridor through Chaldon Ward was prohibitive. P Bostock added that the Trust would be looking at the management of Capel Ward so the specialty provision works alongside the decant / escalation ward. R Durban asked about the infection control issues of having such a large ward area. P Bostock confirmed that infection control still needed to sign off but this would be done before the full business case was presented. The Medical Director and the Chief Nurse have already signed off and these will be physical signatures in the FBC. P Bostock outlined that the area will be an escalation area for Q4 of 2014/15 and then we will work out the best use for the ward.</p> <p>R Durban asked if it is physically possible to build an additional 1<sup>st</sup> floor ward and whether this was within our planning application. I Mackenzie replied that it was possible and our application had been made for a 4 ward, 2 storey building but at this time we were only looking to build one ward. S Jenkins confirmed that the planning application meeting was at the beginning of July.</p> <p>R Shaw asked about the feasibility of building all ward areas now as this would be the most cost effective plan. P Simpson advised that we did not have the capital resources available to do all the</p>

building work now.

R Durban asked what the Trust would not be doing within the 2014-15 capital programme if the business case went ahead. P Bostock advised that it would be the refurbishment of Newdigate and Leigh. I Mackenzie advised that as well as using the £1m that had been budgeted for these ward refurbishments the Trust would also have to rephrase other capital in order to progress this scheme this financial year. P Simpson added that the Trust already has a number of large commitments within its capital programme this year.

R Durban asked if there was a risk to the Trust to be able to recruit the required staff for the new ward. P Bostock advised that there was a risk but not a massive risk as we already have an escalation establishment for this first ground floor ward phase. R Durban then asked if this would have a priority in recruitment. P Bostock replied that the Trust would do in-house recruitment to establish the ward initially and then recruit externally to fill the posts vacated.

Lastly R Durban asked about the Hospital at Home element of the case. P Bostock and S Jenkins confirmed that an extra 10 hospital at home beds were included in the case and that the pathways exist to support this increase.

**The OBC was approved by the Committee.**

The FBC (including the outcome of the tendering) would be presented to the 24<sup>th</sup> June FWC.