

Minutes of the Finance and Workforce Committee
Held on 27 September 2016 at 8.30am
In AD77, East Surrey Hospital, Redhill
PUBLIC

Present

Richard Durban	Non-Executive Director (Chair)
Angela Stevenson	Chief Operating Officer
Ian Mackenzie (part meeting)	Director of Information & Facilities
Gillian Francis-Musanu	Director of Corporate Affairs
Mark Preston	Director of Organisational Development and People

In attendance

Alan McCarthy	Chairman
Peter Burnett	Deputy Chief Finance Officer
Sue Jenkins (part meeting)	Director of Strategy
Catriona Tait	Head of Costing & Service Line Reporting (Committee Secretary)

1	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p><u>Apologies:</u></p> <p>There were apologies from:</p> <p>Paul Biddle (Non-Executive Director), Alan Hall (Non-Executive Director), Fiona Allsop (Chief Nurse), Paul Simpson (Chief Finance Officer) Peter Burnett deputising on behalf of Paul Simpson.</p> <p><u>Declarations of Interest:</u> There were no declarations of interest.</p>
2	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the 23 August 2016 meeting were approved.</p> <p><u>Action Tracker</u></p> <p>It was noted that all the due actions from the action tracker were on the agenda. Two recommendations from the Cardiology PIR were to be added to the action tracker.</p>
3	<p>POST IMPLEMENTATION REVIEWS</p>

2016/17 Business Planning

Sue Jenkins updated the Committee on the annual Business Planning timetable. Alan McCarthy commented that the planning guidance has a change in governance and the Trust needs to work differently and do what is necessary in the timescale including business planning. The Committee then discussed the planning guidance in the context of NHSi 17/19 operating guidance that was released last week and any future STP governance framework and noted that the planning framework used to support our FT application to date would benefit from a review. It was agreed that the draft timetable would be amended to reflect these requirements and that the Executive team would then review it. It would subsequently be circulated to FWC members for comment.

Action : Executive Team to reconsider the governance arrangements for the Trust GFM

Integrated Discharge Unit PIR

Angela Stevenson advised the Committee that the Trust was in conversation with East Surrey CCG about how the Integrated Discharge Unit (currently the Integrated Reablement Unit) will work along with the Pendleton Frailty Unit, and a paper would come next month.

Action: Integrated Discharge Unit PIR to come to FWC

Electrical Supply PIR

Ian Mackenzie presented the PIR for the Energy Supply Business Case, the original business case was approved in June 2013, at a budgeted cost of £1.3m, to increase the power available to the East Surrey site. The project was held up due to negotiations between UKPN and a local farmer over access to land but the project delivered the necessary increase in power supply. Richard Durban asked how much more the project had cost. Ian Mackenzie replied that additional costs of up to £95k were approved in January 2016 and the budget was overspent by c £65k.

Richard Durban asked what the main learning was from the project. Ian Mackenzie replied that it was around the necessary level of expertise required when going through such a process for the first time.

3 FINANCE

Financial Performance M05 & 2016/17 CIP Update

Peter Burnett presented the M05 finance report highlighting that the Trusts YTD deficit at the end of month 5 was £(1.8)m, £0.3m better than the planned £(2.1)m deficit position. BPPC performance has improved markedly but is dependent on receiving cash. The working capital facility had been fully utilised. The Q2 Forecast would reflect trends in delivery against the step up in required performance.

Richard Durban stated that M05 had worsened, with a dip in both income and the CIP run rate and the divisions were overspent. Peter Burnett replied that non pay controls have been put in place and we are looking at maximising income. Angela Stevenson commented that we did not do enough elective activity in August and doing business planning earlier will help that in future years, the Trust also saw an increase in non-elective trauma so electives were cancelled but the number of electives had increased in September.

There was a discussion around the provision of legal services and their associated costs.

Sight of Internal Procedures

Peter Burnett presented the updated financial procedures which will be published to the Trust. These were received and noted by the Committee.

4 WORKFORCE AND ORGANISATIONAL DEVELOPMENT

Workforce and Organisational Development Report M05 and M05 KPIs

Mark Preston presented the Workforce and OD Report and KPIs and the following points highlighted:

Junior Doctor Strike action planned for September was cancelled as have the strikes planned for October, November and December. A 'Safer Working Guardian' had been appointed as part of the new junior doctor's contract. The Trust's 'Freedom to Speak Up Guardian' had also been appointed and formally commences duty on 1st November.

Achievement Review compliance has increased significantly by the end of August. It is planned that 90% of all staff with 12 months or more continuous service to be appraised by the end of October 2016. Bank and Agency Usage remains high.

Richard Durban commented that the Medical Resourcing vacancies looked high and Mark Preston replied that deanery vacancies, increased activity and retirements have created more vacancies. Angela Stevenson advised that some areas are harder than others to recruit to and this links to the ADH rates. Alan McCarthy asked if this was an early sign of a problem with Medical Staff recruitment. Angela Stevenson replied that it was already a problem and services with gaps are the departments that juniors do not want to come to.

Richard Durban suggested that it should feature on the SRR and be feature in Workforce KPI reporting.

Action: Medical Staff vacancies to be included on the workforce metrics to the Board MP

Training and OD Annual Plan

Mark Preston presented the also the annual Training and Development plan and the Workforce

	<p>Diversity paper which was received and welcomed by the Committee. In addition the Committee would receive an update on the planned volume of training and the associated allocated costs and a paper showing specific SASH actions related to Inclusion.</p> <p>Action: Training Plan to include the take up of training programmes MP</p>
<p>5</p>	<p>CAPITAL AND ESTATES</p> <p><u>Capital & Estates Report M05</u></p> <p>Ian Mackenzie presented the Capital report which was received and noted. The Trust is yet to receive written confirmation of the return of the Capital to Revenue transfer for 2015/16.</p> <p><u>E&F Internal Controls</u></p> <p>Ian Mackenzie presented the Estates & Facilities Internal Controls Report which showed that these are well controlled areas with an overall assessment of low risk of system failure.</p>
<p>6</p>	<p>IT</p> <p><u>IT Report M05</u></p> <p>The IT report was presented by Ian Mackenzie and noted by the Committee. It was confirmed that the EPR Digitise BC has been reviewed and will be coming to the next meeting.</p>
<p>7</p>	<p>GENERAL</p> <p><u>Date of next meeting</u> Tuesday 25th October 2016 8.30am – AD77</p>