

**Minutes of the Finance and Workforce Committee**  
**Held on 25 October 2016 at 8.00am**  
**In AD77, East Surrey Hospital, Redhill**  
**PUBLIC**

**Present**

Richard Durban	Non-Executive Director (Chair)
Alan Hall	Non-Executive Director
Paul Biddle	Non-Executive Director
Paul Simpson	Chief Finance Officer
Fiona Allsop	Chief Nurse
Ian Mackenzie	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
Jane Griffiths	Deputy Chief Operating Officer
Anna Wickenden (part meeting)	IT Programme Manager
Dave Axten	Head of Engineering
Catriona Tait	Head of Costing & Service Line Reporting (Committee Secretary)

<b>1</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p><b><u>Apologies:</u></b></p> <p>There were apologies from Angela Stevenson (Chief Operating Officer), Jane Griffiths deputising on behalf of Angela Stevenson.</p> <p><b><u>Declarations of Interest:</u></b> There were no declarations of interest.</p>
<b>2</b>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The minutes of the 23 August 2016 meeting were approved.</p> <p><b><u>Action Tracker</u></b></p> <p>Ian Mackenzie advised the Committee that the Trust had decided the staff that are to occupy the top floor of the new Medical Records building but the staff had not yet been informed and the date of the moves was still to be determined.</p>

	<p>It was noted that all other the due actions from the action tracker were on the agenda.</p>
<p><b>3</b></p>	<p><b>BUSINESS PLANNING</b></p> <p><b>EPR Digitise Outline Business Case</b></p> <p>Anna Wickenden presented the amended EPR Digitise OBC to the Committee including a cost increase to £5.3m as additional functionality had been included. Richard Durban queried the reduction in the benefits case as £2.5m cash releasing savings had been removed from the version approved in June 2016. Paul Simpson advised that the £2.5m cash releasing savings had been removed following a review by Executive Directors and advice from NHSi to focus on quality benefits. Alan Hall replied that if they are not in other business cases we should put them in this case. Jane Griffiths added that this business case was an enabler to other work and the Trust did not want to double count the benefits or restrict the funding of other investments. Fiona Allsop advised that the business case needed to be careful about benefits as saving Nursing time would lead to efficiencies but not a reduction in nursing staff overall. Ian Mackenzie added that other local Trusts had not saved money but it has improved quality and safety.</p> <p>The Committee further discussed the need to deliver both cash releasing/income generating and quality benefits from a £5m investment. Richard Durban The Committee agreed that greater clarity was required regarding the income, quality and productivity benefits that this investment will deliver. An update on the benefits case is to come to the November FWC after which the OBC will be sent to NHSi.</p> <p><b>Action : A revised benefits section to come back to November FWC</b> <span style="float: right;"><b>IM</b></span></p>
<p><b>4</b></p>	<p><b>FINANCE</b></p> <p><b><u>Financial Performance M06 &amp; 2016/17 CIP Update</u></b></p> <p>Paul Simpson presented the M06 finance report and advised that the Trusts YTD deficit at the end of month 6 was £(1.8)m, £0.1m better than the planned £(1.9)m deficit position. In M05 the trust was the only Trust in our patch that was favourable or on plan. Paul Simpson added that sash is ok and our BPPC performance has continued to improve. Agency spend had dipped down in month but income was down on plan (although higher than last year) and the divisions were overspending, particularly WACH.</p> <p>The Committee discussed the temporary borrowing facility, which has been fully utilised and the Trust loans consisted of £23m - working capital, £9.6m - capital and £2.4m - leases.</p>
<p><b>5</b></p>	<p><b>WORKFORCE AND ORGANISATIONAL DEVELOPMENT</b></p> <p><b><u>Workforce and Organisational Development Report M06 and M05 KPIs</u></b></p>

	<p>Mark Preston presented the Workforce and OD Report and KPIs. The Committee discussed agency usage (based on a new reporting format), Nurse recruitment and retention and Medical recruitment (also based on some new KPIs)</p>
6	<p><b>CAPITAL AND ESTATES</b></p> <p><b><u>Capital &amp; Estates Report M06</u></b></p> <p>Ian Mackenzie presented the Capital report which was received and noted. Although the £15.9m CRL request had not been approved the Trust had been advised that it will receive the £3m capital to revenue transfer from 2015/16. However it is unclear whether this will be spent on capital and whether we will be allocated the £3.5m loan. Therefore the budget remains at £9.4m and the capital programme will be reviewed against this..</p> <p><b><u>Sustainable Development Management Plan</u></b></p> <p>Ian Mackenzie presented the Sustainable Development Management Plan. The plan was well received by the Committee who approved the direction of travel that the plan was taking and a budget of £50k per annum to support delivery of the programme. It noted the interdependence with other Trust programmes.</p>
7	<p><b>IT</b></p> <p><b><u>IT Report M06</u></b></p> <p>The IT report was received and noted.</p>
8	<p><b>GENERAL</b></p> <p><b><u>Date of next meeting</u></b> Tuesday 22<sup>nd</sup> November 2016 8.30am – AD65</p>