

Minutes of the Finance and Performance Committee

Date Wednesday, 19th February 2014
Venue Conference Room, Hollybush House
Time 8.30 am

Present:

<u>Name</u>	<u>Role</u>
Mary Martin	Non-Executive Director (Chair)
Rosi Edwards	Non-Executive Director
Jeremy Vanes	Non-Executive Director

In Attendance:

<u>Name</u>	<u>Role</u>
Gwen Nuttall	Chief Operating Officer
Maxine Espley	Director of Planning and Contracting
Elaine Williams	Deputy Chief Financial Officer
Emma Tustin	Emergency Planning Support Officer (minute taker)

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54/2014	<u>Apologies for Absence</u> Kevin Stringer - Chief Financial Officer, Simon Evans – Head of Performance, Claire Richards – PA to Director of Planning & Contracting.	
55/2014	<u>Minutes of the Meeting held on 22 January 2014</u> The committee approved the minutes of the meeting held on the 22 January 2014, as a correct record.	
56/2014	<u>Matters arising from the Minutes of the Meeting of the Finance and Performance Committee held on 22nd January 2014.</u> <u>02/2013 Terms of References – Responsibilities Point 18 (page 3)</u> G Nuttall said that she had not produced a report but provided verbal clarity for those present. G Nutall explained that if a retired consultant returned to work for the Trust they would undertake this role as a locum. This approach does not cause the Trust a cost pressure. Action complete. <u>28/2013 – Trust Board Report October 2013 Point 2</u> Action completed. <u>39/2013 Trust Board Report November 2013</u> In K Stringers absence E Williams confirmed that an action plan had been produced to accompany	

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	<p>the exception report generated by Division 1. This would be discussed under agenda item 3.2. Action complete.</p> <p><u>49/2014 Financial Performance</u> In K Stringers absence E Williams stated that discussions had taken place with directorates about producing ‘flash’ reports in relation to significant changes (bed modelling/recruitment) and the financial implications. This will be developed over the coming months. Action complete.</p> <p>E Williams said that the rating on the ‘risks’ page of the Finance Report, specifically risk 3 for CIP/contract income, will be reviewed once the meeting with CQRM has taken place on 27th February. Action part complete.</p> <p>E Williams confirmed that she had amended and re circulated the ‘expenditure’ page (page12) of the Finance Report. Action complete.</p> <p><u>50/2014 Current Issues</u> <u>50.2 Investment Proposal Emergency Centre</u> In K Stringers absence M Espley updated the group regarding the completion date for the Emergency Centre build. The expected date of completion is November 2015. A full Trust Board development session is being arranged.</p> <p>M Espley confirmed that a meeting had taken place with Wolverhampton CCG and the FBC will be presented to the Governing Body in April 14.</p> <p><u>Cardiac, Theatres and ICCU Recovery Plan – Division1</u> The group referred to the report circulated prior to the meeting. E Williams explained that the paper gives a current position of staffing for this department outlining the number and banding of posts filled, posts being recruited to and posts that have staff on maternity leave. The recovery plan will be operational from May 2014.</p>	KS
57/2014	<p><u>Declaration of Interest</u> No interests were declared at this meeting.</p>	
58/2014	<p><u>Financial Performance</u> The group referred to the report circulated prior to the meeting. E Williams referred to the ‘Executive Summary’ and stated that at month 10, the Trust was £1,200k below plan but overall we are on target to meet the end of the year forecast.</p> <p>E Williams then asked the group to refer to page 7 and 8 ‘SLA & Income’ and asked for any questions. Page 8 is a new addition to the monthly report. M Martin highlighted that General Surgery had underperformed in month 10 (due to bed pressures) and asked if they would be able to increase activity before year end. E Williams stated that the Division was still working towards meeting its targets.</p> <p>J Vanes expressed that the new tables provide satisfactory assurance for the group.</p>	

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	<p>A discussion then took place about the table on page 12 which shows the position in relation to Commissioners plans at the end of month 10. E Williams explained that the row referring to NCA - 'None Contract Activity' is for patients treated outside of the contract. E Williams said that this included activity from Wales and there are currently no issues regarding reimbursement of monies.</p> <p>M Martin asked for a summary of CIP at month 10 and the group referred to pages 31 and 32. M Espley said that the Trust had over achieved by £1.4 million in month. M Espley continued to explain that the challenge for next year included the carry forward of any undelivered schemes and schemes delivered non-recurrently. At present £10 million is expected to be carried forward into 2015/16 although this figure may vary dependent upon the level of non-recurrent delivery.</p> <p>A discussion then took place around what RWT forecast they will carry forward compared to other Trusts. M Espley said that it does depend how Trusts manage their 4% tariff reduction. E Williams added that some Trusts may not declare the amount they intend to carry forward.</p> <p>It was noted that a detailed report outlining the 2014/15 and 15/16 plans was being presented to the Trust Board in February 2014.</p>	
59/2014	<p><u>Current Issues</u></p>	
59.1	<p><u>CIP report - 2014/15 and 2015/16 Plans</u> This item was discussed under agenda item 5.1 (58/2014)</p>	
59.2	<p><u>Mid-Staffs</u> M Espley informed those present that the Secretary of State had not made an announcement yet regarding Cannock Hospital. However the Trust continued to work with the TSA to develop plans for the future services pending the Secretary of State's decision.</p> <p>A discussion then took place around how Cannock's' Health and Wellbeing Boards and the group voiced that it is important we build relationships across the area to ensure stronger cross working.</p> <p>G Nuttall gave an overview of how Mid Staffs were operating at present. Due to low numbers of nursing staff divers of ambulances have taken place. RWT has felt an impact of this especially around repatriation of patient's however; the Trust has been able to manage this effectively.</p>	
59.3	<p><u>Update Position on Emergency Centre OBC</u> This item was discussed at item 50.2</p>	
59.4	<p><u>Pathology Centre – Benefits Realisation Report</u> The group referred to the document circulated prior to the meeting. G Nuttall explained that report was written 6 months after the centre opened and although it does contain figures a full benefits realisation paper will be bought to the group around May time. The centre will have been operational for 12 months by then.</p>	GN

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	<p>R Edwards highlighted that as the state of the art centre is able to process large numbers of tests, in the long term, this will stand us in good stead for future work. J Vanes voiced his agreement.</p>	
59.5	<p><u>Performance Element of the Integrated Quality and Performance Report</u> G Nuttall talked the group through the report circulated prior to the meeting. Reference was made to the chart on page 1 which highlighted a 51.7% improvement this January, compared to last, regarding cancelled operations. The group continued to page 2 and G Nuttall said there had been no deterioration in waiting times for procedures.</p> <p>Regarding data captured for patient waiting times in ED for January, the 95% standard was not achieved and, this was also unlikely for February too. R Edwards asked if there were any factors that could signal breaches may occur. G Nuttall said that the main reason for breaches is bed flow, 1st assessment in ED, staffing numbers. During a weekend fewer discharges take place.</p> <p>J Vanes asked for clarity about when the 15 ambulance breach time starts. G Nuttall confirmed that it starts as soon as a patient is booked in. The new extension to the ED has helped to improve on this issue.</p> <p>Referring to page 5, 'cancer waiting times', G Nuttall said that the 62 day waiting time for treatment is still a challenge however, Gynaecology is improving.</p>	
59.6	<p><u>CQUINN – Performance Report</u> The group referred to the report circulated prior to the meeting. M Espley said that a letter had been received from Specialised Services stating an overall good performance against CQUINN. On the report, the challenges are coloured red and the amber items are not likely to be achieved by the end of the year however, overall, RWT is still within its parameters.</p>	
59.7	<p><u>Potential Fines</u> The group referred to the document circulated prior to the meeting. M Espley stated that a clinical quality review meeting with WCC CCG will take place on 20th February and, a bid is being presented regarding fines. It is hoped that a sum of money will be recouped as a result of this.</p>	
59.8	<p><u>Trust Development Authority (TDA) Plan and Month 9 Returns</u> This item was discussed under agenda item 5.1 (58/2014).</p>	
59.9	<p><u>Annual work Plan</u> MM said that there will be a lot to discuss at the next meeting regarding work planned ahead for the year.</p>	
59.10	<p><u>Contracting Report</u> The group referred to the report circulated prior to the meeting. M Espley explained that a contract with Commissioners must be signed by 28 February 2014. An offer has been received from WCC CCG but there are significant differences between assumptions of RWT and of the</p>	

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	<p>Commissioners. A meeting will be held next week to discuss these further. M Espley stated that we must be clear about any issues within the contract before The Trust signs.</p> <p>R Edwards queried possible escalation to the TDA and Area Team if the deadline is missed. M Espley explained that the Trust would not want to find itself in arbitration but will not sign the contract unless issues are resolved satisfactorily.</p> <p>E Williams added that some financial information was received this week and there were many changes to work through.</p>	
60/2014	<u>Items For Information</u>	
60.1	<p><u>Capital Report</u> Paper circulated prior to the meeting. This item was not discussed – to note for information.</p>	
60.2	<p><u>Finance Committee Minutes</u> Paper circulated prior to the meeting. This item was not discussed – to note for information.</p>	
60.3	<p><u>Committee Membership</u> Paper circulated prior to the meeting. This item was not discussed – to note for information.</p>	
61/2014	<p><u>Any Other Business</u> M Espley said that she will produce the Board report for the F&PC and will forward a copy to the Chair.</p>	ME
62/2014	<p><u>Date and Time of Next Meeting</u> The next meeting of the Finance and Performance Committee will be held on Wednesday 19 March 2014 at 8.30 am – 10.30 am in the Conference Room, Hollybush House.</p>	