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<b>Summary Report – Trust Board Meeting (Part 1)</b>	<b>Date: 30<sup>th</sup> January</b>
<b>Report Title: Finance and Planning Committee – Chair’s Report</b>	
<b>Agenda Item: 15</b>	<b>Enclosures:</b>
<b>Sponsor; F &amp; P Committee Chair</b>	<b>Presenter: Committee Chair</b>
<b>Report Author: Chair of F &amp; P Committee</b>	
<b>Report discussed previously at:</b>	<i>None</i>

<b>Purpose of the Report and Action required</b>		
	Approval	
	Discussion	
	Information	X

<b>Executive Summary of Key Issues</b>
<p>The Committee has met twice since the last Chair’s report, on 23<sup>rd</sup> November and 18<sup>th</sup> January.</p> <p>Matters considered include:</p> <ul style="list-style-type: none"> <li>- Monthly Performance against the Committee’s allocated FF4F indicators</li> <li>- Business Development Planning</li> <li>- The Trust Annual Operating Plan</li> <li>- Service Redesign progress (formerly the IMP Board)</li> <li>- Tendering and New Business</li> <li>- Financial and Operational performance</li> <li>- Updates from the new marketing consultant.</li> <li>- Commissioning and Tendering processes</li> <li>- The FT Application process</li> <li>- The IBP</li> </ul> <p>The medium term FFtF indicators are all on track. 8 further FFtF indicators have been added to the committee’s remit following the integration of Wiltshire actions this month. These were reviewed in January and the Committee is assured on all of them.</p> <p>Concerns include the risks associated with the Trust achieving the forecast position at year end, continued significant staff costs, the balance of agency and bank staff, and priorities for capital spend relating to the Trust Estate being fit for purpose.</p>

## Finance and Planning Committee – Chair’s Report

Which Strategic Objective does this paper address	
A sustainable value for money business	Y
Excellent service user access and experience	
Excellent partnership working with other organisations	
Effective engagement and improvement in staff satisfaction	

Link to Fit for the Future Implementation Plan	
<i>Specify objective number</i>	13, 14, 33, 41-48

Corporate Impact Assessment	
Quality and Safety implications	<i>None</i>

Recommendations to other committees
<i>None</i>

Recommendation/Decision
The Board is recommended to <b>note</b> the report.

## Finance and Planning Committee – Chair’s Report

### 1. Introduction

1.1. This report outlines the activity of the committee between November and January 2013. There have been two meetings, on 23<sup>rd</sup> November 2012 and 18<sup>th</sup> January 2013.

### 2. Committee Activity

2.1. The committee’s remit is to:

- Oversee the development and implementation of the Financial Plan to meet business objectives, statutory and regulatory obligations.
- Develop Trust plans for changes in the financial regime.
- Oversee the development and implementation of the Business Development Strategy.
- Scrutinise capital and revenue business cases.
- Scrutinise proposed business partnering arrangements and possible tenders.
- Scrutinise the implementation of improvements associated with Improvement Action Plans eg the Fit for the Future Plan
- Oversee ongoing delivery of performance against plan, monitoring its impact on Trust Finances and alerting the Board when necessary.

2.2. During the report period the committee has considered the following issues:

- 2.2.1. Monthly Performance against the Committee’s allocated Medium Term FF4F indicators which are 13, 14, 33, 42, 43, 44, 45, 46, 47, 48, 49, See paragraph 3 below for assurance regarding the current position.
- 2.2.2. SBU Business Development Planning: a further iteration of the Adult Acute Inpatient Business Plan for 12/13 was reviewed in November.
- 2.2.3. Updates on progress against the 2012-13 Trust Annual Operating Plan. In January the committee was briefed on the new TDA Planning Framework for 2013-14, and discussed the methodology and assumptions being used to underpin the 2013-14 Trust Financial Plan.
- 2.2.4. Tendering and New Business: the Committee has received monthly updates on tendering and new business opportunities. A tender decision making framework was reviewed in January. Some concern was felt about a run of four recent unsuccessful SDAS tenders, including a loss of the contract for Wiltshire. The committee has asked for an early analysis to examine why we are being unsuccessful and what lessons need to be learned.
- 2.2.5. Reports on the Trust’s financial position. The Part 2 Finance paper is reviewed in detail at every meeting and the dates for the committee are being redrawn in an attempt to include the Committee’s review with the board papers. In January the committee raised a number of detailed questions about the paper and the Board will be briefed verbally on the answers to these in Part 2.
- 2.2.6. Market analysis: Henry McNeil joined us on a short term contract as marketing consultant on 3<sup>rd</sup> October, and has presented regular updates on progress to

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this committee. He is now working to incorporate this work into the IBP, and a first draft of Chapters 3 and 4 were reviewed as work in progress in January.

- 2.2.7. Service Redesign: a verbal update was received in October but the Committee has asked for a paper giving a more detailed analysis of delivery against the plan and an initial review of outcomes.

### 3. Fit for the Future Implementation Plan – committee assurance

Objective and Action	Delivery Date	Assured on progress – actions to be taken	Not assured	Refer to the Trust Board
<b>Medium Term Actions</b>				
13 – Implement Localism	09/13	On track re corporate mechanism.		
14 - Implement decentralisation and Service Line Management (SLM)	09/13	Decentralisation in train. Back Office review to be explicitly added to FFtF action.  Further work to be done on schemes of delegation under new locality management structure.		
33 – Adopt a new approach to the Trust Performance Management Strategy	04/13	On track – to be aligned with quality framework led by NCAS Director.  More explicit demonstration of clinical involvement in setting of CRES/ CQUIN/ Penalty targets.		
41 – Trust 5 year Strategy	07/13	IBP business planning process underpins this. Committee reviewed draft chapters on Strategy and Market. On track.		
42 - Compliance with Data Protection Legislation	08/12	Delivered		
43 – Third Party Consent – Data Protection	08/12	Delivered		

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Objective and Action	Delivery Date	Assured on progress – actions to be taken	Not assured	Refer to the Trust Board
44 – Review Health and Social Care Records Policy	01/13	Delivered		
45 – Information Governance Policies	09/13	On track – policies reviewed at this committee		
46 – All policies	09/13	On track		
47 – Mobile lap tops	06/13	On track – will be fully implemented in the next year		
48 – RiO training and computer literacy	09/13	On track - PM/HW to agree responsibility for this action		
49 – Links to Performance	09/13	On track - linked to work on quality assurance framework		

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3.1. Given the above, the committee is currently assured on the actions assigned to it for its oversight of the Fit for the Future Implementation Plan.

### 4. Committee concerns

- 4.1. The committee has expressed continuing concern at the Trust’s recurring run rate and the risk of non-achievement of mitigations to close off this year’s CRES plans.
- 4.2. Recurring issues mentioned as reasons for expenditure overruns include delayed transfers of care, particularly in L3, unfunded s136 units, and under occupancy in some S&S wards. The committee has asked for more detail regarding the DTOCs and S136 units, and a plan to address these problems.
- 4.3. The committee has asked for assurance that the service user remains at the centre of everything the Trust does including setting next year’s budgets. Budgets and contracts must be realistic and aligned with true clinical needs, not driven solely by the financial parameters required for FT authorisation.

### 5. Ongoing actions

- 5.1. Outstanding tasks delegated to the committee by the Board include a review of out of area placements, drug spend, and the reporting of penalty expenditure.
- 5.2. During the next few months the Committee will be reviewing iterations of the Budget, IBP, the 2013-14 Contract and the 2013-14 Operating Plan, as well as receiving requested briefings on lost business, RiO usage and flexibility, Service Redesign, the Bristol Tender and the AWP procurement process.
- 5.3. The committee will also be tracking progress against its medium term FF4F items at each meeting.

Alison Paine  
Chair

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