

## Minutes of a Meeting of the AWP NHS Trust Finance & Planning Committee

Held on 21st February 2014 at 10.00am at Jenner House, Chippenham

These Minutes are presented for **Approval**

### Members Present

Lee O'Bryan – Non-Executive Director (Chair)	Sue Hall – Director of Resources
Paul Miller – Deputy Chief Executive	Kris Dominy – Director of Operations
	Ruth Brunt – Non-Executive Director

### Staff in attendance

Anthony Gallagher – Trust Chair	Denise Claydon – MD Wiltshire
Fiona Bell – Head of the Programme Management Office	Gordon Folkard – Financial Planning Accountant
	Alexander Lauder-Bliss – Minute taker

### FP/15/1- Apologies

- 1.1. Apologies were received from Pippa Ross-Smith, and John Ridler.
- 1.2. The Committee discussed the standard and style of the Finance and Planning Committee meeting, approving to consolidate the agenda under 4 distinct headings; Financial performance, Planning, Wider Performance Issues, and Commercial Focus.
- 1.3. It was requested by the Chair that the monthly Finance paper is presented with less jargon, and that papers align with the terms of the Committee.

### FP/15/2 – Minutes of the meeting on 20<sup>th</sup> November 2013

- 2.1. The minutes of the previous meeting were approved.

### FP/15/3 – Matters Arising from the previous meeting

- 3.1. The matters arising were noted as per the table provided.

### FP/15/4 – Reference Costs

- 4.1. The paper reported a move toward payment by results; looking specifically at the care pathway. The Chair expressed disappointment at the lack of progress in providing explanation for the apparent high costs in AWP, and the absence of a narrative to support this.
- 4.2. A short paper is to be brought as a matter of urgency to the next Committee to address ..

- 4.3. ACTION: PM/GF to provide a commercial narrative on Reference Costs for the next Committee meeting.

### FP/15/5 – Finance Reporting

- 5.1. The Trust reported a surplus in month 10 of £496k, which is slightly below target.
- 5.2. The forecast includes the release of the £0.5m contingency, reported and approved last month. Other mitigations are to be proposed.
- 5.3. A slight increase was reported in actual pay figures..
- 5.4. Temporary staff costs have decreased, but these are not falling fast enough.
- 5.5. There are slight pressures on Out of Area spend.
- 5.6. Mitigations are in place around the PFI Life Cycle. The Trust is seeking to reclaim prepayments on work that has not been carried out. SH is exploring the PFI contract on how to reclaim the prepayment, with a plan to ask for quarterly evidence moving forward.
- 5.7. Stop Spending initiatives are reducing Trust expenditure, with assurance received they have been appropriately impact assessed in relation to quality.
- 5.8. The Committee feels that assurance has been provided that the Trust has learned from experience to help with reducing overspend.
- 5.9. An update on CIP highlighted that in month 10 more staff left the Trust than joined; especially in BANES as a result of new tenders.
- 5.10. Bridge analysis is needed to understand key movement from 2013/14 to 2014/15.

### FP/15/6 – Consolidation of Charity Accounts

- 6.1. It was proposed that Charity Accounts are not be consolidated into the Trust's funds. This was approved.

### FP/15/7 – Draft 14/15 Budget

- 7.1. The Committee considered the draft budget for 2014/15.
- 7.2. ACTION: PRS to reissue the 2014/15 budget with a 2013/14 comparison.
- 7.3. Initial Trust-wide budget positions for 2014/15 and 2015/16 were provided with assumptions.
- 7.4. ACTION: Sign off of the draft budgets is required by the end of February 2014 to reach the March Board meeting. This is to be added to the committee agenda every month in Q4.
- 7.5. A full detailed budget is to be submitted to the March Committee

meeting with updated changes following NHS England guidance.

- 7.6. The Committee found the profiling income between plan and forecast not easy to read in relation to income and costs. If there is a high probability of income the Committee would like to see this in the budget.
- 7.7. Planning is ahead of last year and it was reported that there has been improved and increased communication between Finance and the rest of the organisation, with more buy in from all areas of the Trust

#### **FP/15/8 – Trust-wide 2 Year Operating Plan & Budget**

- 8.1. EPR; the Trust will be looking to finance the licence cost. The Commissioners have been asked to fund but localities have been told there may be additional savings needed to cover this.
- 8.2. 50% of the CQUIN reserve will be moved into the budget to offset costs already incurred to deliver CQUIN, with the remaining 50% to be kept for CQUIN schemes. To be discussed at SMT.
- 8.3. No assumption has been made on employer's pension contribution that could come into effect in 2015 as national guidance is not out yet.

#### **FP/15/9 – 2 Year CIP Plans**

- 9.1. The Committee discussed this item within item 7, as above.

#### **FP/15/10 – Quality and Performance Report**

- 10.1. The report confirmed that 13 of the 16 indicators are on target, with good progress on remainder .
- 10.2. There are challenges around discharge protocols. Discussion is underway to address this.
- 10.3. Commissioners are giving support for refining the Care Cluster process so the indicator will become green.

#### **FP/15/11 – NTDA Oversight return**

- 11.1. The report was cited with no changes and endorsed by the Committee for approval by the Board..

#### **FP/15/12 - Commercial (Tendering) Report**

- 12.1. The report updated the Committee on commissioning and tendering activities within the Trust. This included:
- No gains/losses of any existing contracts
  - Existing contract out to tender previously discussed by the

Committee (Bristol CCG).

- Gains/losses of New Business Opportunities; Trust was successful with the Offender Personality Disorder Strategy: Prison based services at HMP Eastwood Park, and was unsuccessful in Avon and Somerset Arrest Referral Services.
- New Business Opportunities out to tender; Wiltshire CCG advertised for a provider to develop and implement a care and support solution for an individual with learning disabilities and severely challenging behaviour with complex needs. The Trust has been invited to tender. Also reported was the Department of Health advertising the Regional Mental Health Approvals Panel, which the Committee has previously discussed.

### FP/15/13 – Bristol Tender

- 13.1. Bristol teams are being prepared for presentations on the week commencing 17 March 2014.
- 13.2. Otsuka are to commence diagnostic work on 24 March 2014.
- 13.3. The inpatient bed review is taking place across the Trust. Kristin Dominy is the Executive Lead for this work.
- 13.4. Fortnightly project meetings are being held to ensure governance throughout the tender process and mobilisation. Iain Tulley Chairs these meetings.

### FP/15/14 – Update on FT issues

- 14.1. The recent report from the TDA is positive.
- 14.2. The Trust is moving forward favourably.
- 14.3. Discussion is being had on Governor Election timelines and process.

### FP/15/15 – Committee Evaluation

- 15.1. The Committee requested looking to streamline the process, such as providing an electronic form to complete the evaluation.
- 15.2. The Committee were reminded that responses were to be returned by 5 March 2014.

### FP/15/16 – AOB

- 16.1. There was no further business raised..