

DRAFT

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE OPEN MEETING OF THE STRATEGIC PLANNING COMMITTEE HELD ON TUESDAY 6 SEPTEMBER 2011 AT VANTAGE POINT HOUSE, CWMBRAN.

PRESENT :

Mr D Evans	Non Executive Director and Chairman
Mr S Castledine	Non Executive Director
Mr P Price	Non Executive Director

IN ATTENDANCE:

Ms S Bruce	Communication Manager
Mrs J Hardisty	Director of Workforce and Organisational Development (OD)
Mr N Heal	Staff Side Representative (RCN)
Mr C James	Director of Service Development
Mr A Jenkins	Consultant Paramedic
Mr J Jones	Corporate Accountant
Mr D Jones-Morris	Interim Director of Emergency Medical Services
Mr M Jose	Staff Side Representative (UNISON)
Mrs D Sharp	Corporate Secretary
Mr T Woodhead	Director of Finance

APOLOGIES:

Mr J Huxley	Assistant Corporate Secretary
Mr D Jackland	Director of ICT
Ms S Jones	Clinical Director
Miss N Park	Non Executive Director

27/11 PROCEDURAL MATTERS

RESOLVED: That

(1) the minutes of the open and closed sessions of the meeting of the Committee held on 13 July 2011 be confirmed as a correct record; and

(2) the revised guidance for referring matters to the Audit Committee as circulated be endorsed; and

(3) further to Minute 26/11 – the preparation of the Trust for the 2012 Olympic and Paralympic games the Chairman of the Trust Board informed the Committee that he had been requested to nominate a Non Executive Director to act as the Trust champion in relation to the Olympics and he thereby nominated Stuart Castledine for endorsement by the Trust Board; and

(4) it be noted that the Fleet Strategy will be on the agenda for the next meeting of the Committee on 20 October 2011 and will include advice from the Planning, Performance and Development Panel and the Management Team.

28/11 'WORKING TOGETHER FOR SUCCESS' – ENGAGEMENT AND COMMUNICATION PLAN

The Director of Service Development advised the Committee of the work that was ongoing to communicate and explain the ethos behind the 'Working Together for Success' strategy.

RESOLVED:

That the work being carried out to engage and promote the 'Working Together for Success' approach be noted.

29/11 TRANSFORMING THE CLINICAL MODEL UPDATE

The Director of Service Development outlined the ongoing work in relation to the new Clinical Model and the process that had been put in place to identify a semi substantive team to carry out the work. It was noted that there was a Management Team workshop arranged for 19 September to progress the work. Reference was made to the negotiations that were likely to take place with the Welsh Government regarding changing clock start times and the advantages in having two separate clock start times in relation to cardiac arrest patients.

The Committee expressed concern about the length of time it was taking to implement the new model but welcomed the appointment of the semi permanent team to progress the work. One of the significant elements of the work which was yet to be undertaken was in relation to engagement with the public to ensure there was a clear understanding of the changes being made and the reasons behind them. The Committee noted the predicted long range weather forecast and the potential implications for introducing the new clinical model during the winter months. Assurances were given that there would be a phased approach to the new model and that full implementation would be over an 18-24 month period.

RESOLVED:

That the progress being made with regard to the new clinical model be noted.

30/11 ELECTRONIC CLINICAL RECORDS (ECR) PROJECT

The Director of Service and Development presented a report outlining the latest position with regard to the electronic clinical record project and that procurement was likely to

proceed down the OJEU route and the time frame for which would mean an indicative date of July 2013. The Committee expressed some concern at the length of time the procurement would take and there was a need to progress implementation if possible within an 18 month time frame, the Committee also emphasised the importance of having financial data with indicative costs at an early stage.

RESOLVED:

That the progress being made in progressing the ECR Project be noted.

31/11 INTEGRATED WORKFORCE PLANNING

The Director of Workforce and Organisational Development presented a report outlining the progress to date with regard to the integrated workforce planning that was on-going and being supported by NLIH. Two workshops had been held so far and a further workshop was scheduled for February. 80 staff in total had attended the workshops and the Director of Workforce and OD had circulated a summary report from the first workshop which provided details of the output from that workshop.

RESOLVED:

That the work undertaken to date to bring together service, workforce and financial planning to support the delivery of 'Working Together for Success', be noted.

32/11 ANNUAL PLANNING CYCLE UPDATE

The Director of Service Development presented a report updating on the progression of the annual delivery plan for 2012.

RESOLVED:

That the progress being made in progressing the Annual Planning Cycle for 2011/12 be noted.

33/11 FINANCE REPORT - MONTH FOUR 2011/12

The Director of Finance updated the Committee on the Trust's cumulative financial performance against budget and the forecast outturn for April - July 2011. The reported outturn performance at Month four was an adverse variance against the financial plan of £0.730m (1.97%) which had increased by £0.074m from Month three. The non-pay position at Month four was an adverse variance of £0.84m.

The Committee discussed the current position in detail and expressed concern at the number of vacancies in the system and why the vacancies had been held over for so long particularly given that over time was being used to cover the vacancies and this was the more expensive option. The Director of Workforce and OD informed the Committee that a group had been established to examine the vacancies and develop a plan for future years; learning lessons from this year in terms of planning vacancies and the alignment with the release of HEI students. It was noted that the backfilling of vacancies

in relation to the HART project had also compounded the problem this year.

The Director of Finance informed the Committee that the Trust continued to face risks associated with the Welsh Health Special Services Committee (WHSSC) abatement and that there were ongoing negotiations which he would keep the Committee and Board informed of. The Committee requested that the Lightfoot review be updated internally to reflect the current position in relation to handover delays.

RESOLVED: That

(1) the cumulative financial position as reported for Month four, and the associated key risks and issues be noted; and

(2) the Director of Finance be asked to revisit the Lightfoot report and update it to reflect the current position in relation to handover delays.

34/11 MEDICAL PRIORITY DESPATCH SYSTEM (MPDS) CARD 35 – PROGRESS UPDATE

The Director of Service Development presented a report updating on the implementation of the MPDS Card 35 which was the protocol for call handlers to systematically and consistently process requests for response/transport from Health Care Professionals (HCP's) such as General Practitioners. The Director of Service Development informed the Committee that in view of the Trust's change in call handling processes which would have a direct effect on the working practices of all HCP's contacting the Service, further work was ongoing and a progress report would be presented to the next meeting of this Committee as opposed to the Trust Board (as outlined in the report).

RESOLVED:

That a further report on the Trust's changes to the call handling process which would have a direct effect on the working practises on all HCP's contacting the service be presented to the next meeting of the Committee.

RESOLUTION TO MEET IN CLOSED SESSION

Representatives of the press and other members of the public were excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted in accordance with the requirements of Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

Reports relating to the items of business in these minutes can be found on the Trust's website, www.ambulance.wales.nhs.uk