

**DRAFT**

**WELSH AMBULANCE SERVICES NHS TRUST**

**MINUTES OF THE CLOSED MEETING OF THE STRATEGIC PLANNING  
COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD  
ON 16 FEBRUARY 2012 AT VANTAGE POINT HOUSE, CWMBRAN AND  
VIDEO CONFERENCING LINK FROM HQ, ST ASAPH.**

**PRESENT :**

Mr D Evans	Non Executive Director and Chairman
Mr P Price	Non Executive Director
Mr S Castledine	Non Executive Director
Mr C James	Director of Service Development

**IN ATTENDANCE :**

Mrs D Bateman	Programme Manager
Mr G Bryce	Programme Manager
Ms K Charters	Staff Side Representative (UNISON)
Mr M Evans	Regional Finance Manager, North
Mrs J Hardisty	Director of Workforce and OD
Mr N Heal	Staff Side Representative (RCN)
Mr N Holman	Staff Side Representative (GMB)
Mr J Huxley	Assistant Corporate Secretary
Mr D Johns	National Estates Manager
Ms C Jones	Project Manager
Mr J Jones	Corporate Accountant
Mr M Jose	Staff Side Representative (UNISON)
Mr R Lee	Regional Director, South East
Mr R Wilkins	Programme Director

**APOLOGIES:**

Ms S Jones	Clinical Director
Miss N Park	Non Executive Director
Mrs D Sharp	Corporate Secretary
Mr T Woodhead	Director of Finance

**01/12 PROCEDURAL MATTERS**

**RESOLVED:** That it be noted that there were no declarations made under the Code of Conduct.

**02/12 A DRAFT BUSINESS CASE FOR THE PURCHASE OF AN ELECTRONIC CLINICAL RECORD (ECR)**

The Committee considered a draft business case for the purchase of an Electronic Clinical Record (ECR) for discussion. The current draft needed more work to be done and to illustrate the outcomes of the project in terms of clinical benefits. The project also needed to be resourced correctly and to make sure that all of the strategic issues had been thought through before committing any further resources.

**RESOLVED: That**

**(1) further work be undertaken on the business case following feedback from the Committee;**

**(2) the Trust Board, at its meeting on 15 March 2012, be updated on the current position as part of the minutes of this meeting; and**

**(3) an amended draft of the business case be presented to the Committee at its meeting on 3 May at which a recommendation can be made for its approval by the Trust Board at the meeting on 1 June 2012**

**03/12 A REPORT INTO PERFORMANCE, ACTIVITY AND QUALITY IMPROVEMENT INITIATIVES – DECEMBER 2011**

The Director of Service Development presented a report which provided an analysis of the Trust's performance in December 2011. The Trust had achieved a final monthly all-Wales average performance of 64.8% of first responses to Category 'A' calls arriving within 8 minutes (A8). Analysis of the level of performance and a summary of the key findings were considered as part of the report.

**RESOLVED: That the content of the report be noted.**

**04/12 TRUST PERFORMANCE SCORECARD FOR NOVEMBER 2011**

**RESOLVED: That the contents of the performance scorecard be noted.**

**05/12 DOBSHILL MAKE READY DEPOT**

The Committee received supplementary information to confirm the latest position with regard to the purchase of a strip of land on the Dobshill site and the associated drainage arrangements. Members asked a number of questions in relation to the purchase and concluded that it was in the Trust's best interests to

recommend that approval from the Board be sought as quickly as possible.

**RESOLVED : That**

**(1) the progress being made in relation to the following issues be noted :-**

**(a) the Full Business Case was approved in December 2011 by the Welsh Assembly Government;**

**(b) the project is now in '*Stage Four - Design Completion and Construction*' of the Designed for Life : Building For Wales Framework;**

**(c) enabling works on the Dobshill site commenced on 9 January 2012;**

**(d) communication and engagement has commenced with key stakeholders, including individual staff interviews;**

**(e) Outstanding Operational issues;**

**(f) the site drainage arrangements as described in the report; and**

**(2) the Board be recommended to approve the unconditional purchase of the strip of land from the adjoining landowner of the Dobshill site, on terms outlined in the report, and this approval be obtained using the urgency procedure contained in Standing Order No 2.1.**

**06/12 WREXHAM AMBULANCE RESOURCE CENTRE**

**RESOLVED: That the following progress be noted:-**

**(a) land acquisition: contracts are being prepared and the Heads of Terms Agreement between the Welsh Ambulance Services NHS Trust (WAST) and North Wales Fire and Rescue Service (NWFRS) are being drawn up;**

**(b) the design stage 1:200 is progressing with sign-off by both parties expected in February 2012;**

**(c) a Cost Review is currently being undertaken by the Trust Cost Adviser and the outcome will be reported to the next meeting of the Committee on 3 May 2012; and**

**(d) the development of the Full Business Case is progressing with submission to the Welsh Government (WG) expected by**

October 2012.

**07/12 RELOCATION OF OPERATIONAL CREWS FROM  
MONMOUTH AMBULANCE STATION**

**RESOLVED: That**

**(1) it be noted that the planned temporary relocation to Monmouth fire station was not possible for reasons outside of the Trust's control;**

**(2) it be noted that the situation required immediate resolution as the station is not fit for purpose;**

**(3) the Board be recommended to approve Option 3, as described in the report, noting the capital purchase of a portacabin for Monmouth ambulance station; and**

**(4) in view of the urgency to complete the work as soon as possible, the approval be sought under the urgency procedure contained in Standing Order No 2.1.**

**08/12 HAZARDOUS AREA RESPONSE TEAM (HART) : UPDATE**

**RESOLVED: That**

**(1) the progress made in implementing the HART project be noted; and**

**(2) the photographs of work being carried out on the site be circulated to members of the Committee.**

**09/12 THE PREPARATION OF THE TRUST FOR THE 2012 OLYMPIC  
AND PARALYMPIC GAMES**

**RESOLVED: That the Trust's current position, as described in the report, be noted.**

**10/12 DEVELOPING A CAPITAL PROGRAMME FOR 2012/20 AND A  
CAPITAL PLAN FOR 2012/13**

**RESOLVED: That**

**(1) the contents of the report be noted and an update be given to the Trust Board at its meeting on 15 March 2012; and**

**(2) a further more detailed report on the Capital Plan 2012/13 be presented to the Committee at its next meeting on 3 May 2012.**

**11/12 DRAFT BUDGET 2012/13**

**RESOLVED: That**

**(1) progress made in setting 2012/13 budgets and the associated assumptions and issues be noted and endorsed;  
and**

**(2) the Executive be supported in identifying the further savings required to present a balanced budget to the Board.**