

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE OPEN MEETING OF THE STRATEGIC PLANNING COMMITTEE HELD ON THURSDAY 10 MARCH 2011 AT VANTAGE POINT HOUSE, CWMBRAN, HEADQUARTERS, ST ASAPH AND CEFN COED, SWANSEA

PRESENT :

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

IN ATTENDANCE:

Mr T Ashforth	Projects Accountant (Item 3 only – Closed session)
Mrs D Bateman	Programme Manager (Item 3 only – Closed session)
Mr G Bryce	Programme Manager (Item 3 and 4 only – Closed session)
Ms K Charters	Staff Side Representative (UNISON)
Mr S Fletcher	Non Executive Director and Chairman of the Board
Mrs J Hardisty	Director of Workforce and Organisational Development (OD)
Mr J Huxley	Assistant Corporate Secretary
Mr D Jackland	Director of ICT (Items 2 and 3 only – Closed session)
Mr C James	Director of Service Development
Mr D Johns	National Estates Manager (Items 2 and 3 only - Closed session)
Mr J Jones	Corporate Accountant
Mr D Jones-Morris	Interim Director of Emergency Medical Services
Mr M Jose	Staff Side Representative (UNISON)
Mr R Raistrick	Interim Fleet Manager
Mr B Roberts	Staff Side Representative (UNITE)
Mr G Roberts	Interim Regional Director, North
Mrs D Sharp	Corporate Secretary
Mr T Woodhead	Finance Director (Open session only)

APOLOGIES:

Mr N Heal	Staff Side Representative (RCN)
Ms S Jones	Clinical Director

10/11 PROCEDURAL MATTERS

RESOLVED: That

(1) the minutes of the open and closed sessions of the meeting of the Committee held on 10 February 2011 be confirmed as a correct record, subject to the following amendment:-

Minute 05/11 – Closed Session – Piloting a Tri-Service Control Room with the Fire and Police Services in Llangunnor

Corp Sec to amend signed copy

Amend the first line of the resolution to read as follows:-

“That the Board be recommended to consider a proposal to:”

(2) the agreement of the Board to the Committee’s new title of Strategic Planning Committee be noted; and

(3) the approach suggested in the report to compile an Annual Plan of Committee business for 2011 be agreed.

11/11 DRAFT ANNUAL DELIVERY PLAN 2011/12

The Committee welcomed the Plan and were advised that further work was necessary before the Board could consider approving it at the end of the month. Overall view was that the Plan moved the Trust forward in a significant way although there remained major future challenges that needed to be overcome. Members made a number of suggestions to improve the Plan and asked for clarification on various points. These suggestions were taken on board and would be considered for inclusion in the final Plan.

RESOLVED: That

(1) the draft Annual Delivery Plan be noted and it be acknowledged that work is ongoing with a number of areas that require further development, amplification and amendment; and

Director of Service Devt (CJ)/Corp Sec (DS)

(2) the points made during the discussion be included in the updating process;

(3) it be noted that the final draft of the Plan will be presented to the meeting of the Board on 31 March 2011 for approval; and

(4) feedback on the progress of the Plan throughout 2011/12 be brought to the Committee as a standing item of business on future agenda.

12/11 'WORKING TOGETHER FOR SUCCESS' – DEVELOPING AN IMPLEMENTATION PLAN

The Director of Service Development informed the Committee that external communications with a range of stakeholders had commenced and that the process was being supported by a member of staff from the Partners in Healthcare Team. Regular updates on progress would be brought to the Committee.

RESOLVED: That the report be received.

13/11 FINANCE REPORT - MONTH 10

The Director of Finance reported that after Month 10, the Trust was reporting an adverse variance of £0.223m which represented an improvement on Month 9 (£0.331m).

The Committee was informed that the Trust was forecasting the majority of capital monies to have been spent by 31 March; the lateness in committing this expenditure was due largely to delays in getting the larger capital projects approved by the Welsh Assembly Government. It was acknowledged that early approval would be beneficial and avoid the need for any last minute arrangements. The Director of Finance also outlined a further risk in relation to the Trust's contract for uniform provision. Ongoing discussions were taking place with the supplier and a detailed report was being prepared for the Audit Committee.

The Director of Finance agreed to provide the Audit Committee with a written report on the current position following discussions about medical gas cylinder provision to the Trust and also an explanation surrounding the accounting treatment for stock adjustments.

RESOLVED: That

(1) the cumulative financial position as reported for the period to January 2011 (Month 10) and the associated key risks and issues and actions being taken to address the deficit, be noted;

(2) the Audit Committee to receive information on the current position involving medical gases and the handling of stock adjustments in the Accounts; and

(3) the Audit Committee be presented with a detailed report outlining the current issues with regard to the uniform contract and actions being taken.

Director of Finance to note and update report.

14/11 DRAFT BUDGET 2011/12

The Board was advised that the Welsh Assembly Government (WAG) had given NHS organisations about three weeks to respond to the notification about the budget allocation for 2011/12. Therefore, the draft budget had, to date, been developed on the basis of making key assumptions in certain areas and also by formally identifying the key risks that currently faced the Trust.

The Director of Finance introduced a draft budget for 2011/12 and reported that the Management Team was currently working on a revised version, to be presented to the Board, which proposed to recommend a balanced budget for next year.

The Committee focussed on the assumption that handover delays would have been significantly reduced, or designed out completely, and the risk this posed to the Trust should this not be achieved. The budget settlement from the Welsh Assembly Government was tight and therefore the budget scenario provided in the draft budget reports added up to a very challenging environment and would require active management to stay within the agreed parameters.

The Committee also discussed the implications for the Trust from losing the Anglesey and Gwynedd Out Of Hours service contract to Betsi Cadwaladr University Health Board.

RESOLVED: That

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| (1) progress in the process for setting a budget for 2011/12 and the associated assumptions and issues, be endorsed; | Finance Director (TW) |
| (2) the points raised by members of the Committee be taken into account when preparing the budget for approval by the Board on 31 March 2011; | |
| (3) the Management Team be asked to prepare an options paper, to be sent to Health Board's in Wales and the Welsh Assembly Government, setting out the consequences should handover times not improve and to include positive approaches as to how the improvement could be achieved | Management Team |
| (4) a further report be presented to the Committee setting out the circumstances which lead to losing the Out of Hours service contract in Gwynedd and Anglesey, and to include the implications for the Trust; | Interim Director of Emergency Services |
| (5) the updated draft budget report, to be presented to the Audit Committee, include anticipated expenditure for the remainder of the current financial year and linked to next year's expenditure plans, as it applies to each cost centre; and | Finance Director (TW) |

(6) a discussion on the Health Courier Service be referred to a future Board Development Session.

Corp Sec
(DS)

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