

**DRAFT**

**WELSH AMBULANCE SERVICES NHS TRUST**

**MINUTES OF THE OPEN MEETING OF THE STRATEGIC PLANNING COMMITTEE HELD ON 5 JULY 2012 AT VANTAGE POINT HOUSE, CWMBRAN WITH A VIDEO CONFERENCING LINK FROM ST ASAPH AND SWANSEA.**

**PRESENT :**

Mr P James	Non Executive Director (Chair)
Mr S Castledine	Non Executive Director
Mr D Evans	Non Executive Director
Mr C James	Director of Strategy, Planning and Performance
Mr J Jones	Interim Director of Finance and ICT
Mr P Price	Non Executive Director

**IN ATTENDANCE :**

Mr A Ashforth	Acting Corporate Accountant
Mrs A Evans*	Assistant Nurse Director
Mr N Holman*	Staffside Representative (GMB)
Mr J Huxley	Assistant Corporate Secretary
Mr M Jose	Staffside Representative (UNISON)
Mr J Morgan*	Non Executive Director
Mr J Moore*	Assistant Director, Organisational Design and Development
Mrs D Sharp	Corporate Secretary

**APOLOGIES:**

Mr N Heal	Staffside Representative
Mrs S Jenkins	Director of Service Delivery

\*Did not attend full meeting

Prior to the formal business of the meeting, the Chairman expressed his thanks, on behalf of the Committee, to Mr Dilwyn Evans for the way in which he had chaired meetings of the Committee since December 2010.

**22/12 PROCEDURAL MATTERS**

**RESOLVED: That**

- (1) it be noted that there were no declarations made under the Code of Conduct ;**
- (2) the minutes of the open and closed sessions of the meeting of the Committee**

held on 3 May 2012 be confirmed as a correct record, and the following action be taken arising from a discussion on the Review of the Fleet Service under Minute 16/12 (open session):-

(a) the Chief Executive be asked to review the level of resources available to the Director of Strategic Planning and Performance, particularly in the context of the increasing need for the Trust to find additional efficiencies/savings; and

(b) the Director of Workforce and OD be asked to report on the current position with regard to the development/implementation of the Management Structure Review;

(4) the draft calendar of meetings for the period January 2013 to March 2014 be recommended to the Trust Board for approval; and

(5) it be noted that there were no items of business referred to the Audit Committee for more detailed consideration and analysis.

#### **23/12 NHS DIRECT WALES BALANCED SCORECARD**

At a previous meeting, the Committee had asked for further information to explain performance data in relation to the telephone answering process. This information was presented to the Committee by the Assistant Nurse Director and members discussed the steps a caller would take, not only to receive advice, but also in circumstances when it was not possible to answer the call within the agreed time limits.

The Director of Strategy Planning and Performance gave an overview of where the NHS Direct Service was currently positioned within the Trust and confirmed that discussions would be held in the near future as to what kind of service the Trust required from NHS Direct in the future and how it intended to develop the service to realise those objectives.

**RESOLVED: That**

(1) the content of the report be noted; and

(2) further consideration be given to ascertain whether there is software available which can inform the caller what position they are in the queue of calls.

#### **24/12 INTEGRATED PLANNING : DEVELOPMENT OF THE WORKFORCE PLAN**

The Assistant Director, Organisational Design and Development provided an update on the workforce plan elements of integrated planning to deliver ' Working Together for Success' (WTfS), also identifying the next steps. The elements included ownership/delivery, process, service delivery and the re-design of the corporate function within the Trust.

**RESOLVED:**

**That the report be received and the recommendations listed in paragraph 14 of the**

**report be supported.**

## **25/12 ROSTER REVIEW FRAMEWORK**

The Committee considered a report which requested approval of a framework to be used to review any rota used by the Trust; the framework had been approved by the Trust's Partnership Forum in May 2012.

The report provided the detail within the framework and members held a detailed discussion as to whether it needed to be reviewed before, or as part of, any reviews of rosters operated by the Trust. The Committee emphasised the importance of flexibility and, where practically possible, meeting staff preferences and, perhaps, inviting staff to become more involved in the development of the rostering arrangements.

The Committee recognised that the framework had received lengthy discussion with staffside representatives and therefore recommended that the views expressed should be taken into account when the rosters were next reviewed which, it was reported, would be in the next six months.

**RESOLVED: That**

**(1) the framework be adopted;**

**(2) the framework be further reviewed, in due course to ensure that it fully takes into account organisational needs and flexibility including in meeting staffs needs where practically possible; and**

**(3) a further report be submitted to the meeting of the Committee to be held on 15 November 2012 on the shift pattern review to align rosters with demand and ensuring more varied start and finish times.**

## **26/12 TRUST PERFORMANCE REPORT – APRIL 2011 TO MAY 2012**

**RESOLVED : That**

**(1) the contents of the performance report be noted; and**

**(2) relevant Directors be in attendance for detailed discussion on various elements of the scorecard at future meetings.**

## **27/12 FINANCE REPORT – MONTH 2 2012/13**

**RESOLVED: That**

**(1) the financial position, as reported for Month 2 and the associated key risks and issues, be noted;**

**(2) future reports to the Welsh Government (WG) on the Trust's financial position include a statement to reflect the position with regard to discussions with the Welsh Health Specialised Services Committee regarding income to the Trust, and that any non receipt of this income to be reflected in the Trust's projection as to**

**whether a financial break-even position can be achieved at the end of the year;  
and**

**(3) the monthly financial report submitted to the WG be circulated to the Non Executive Directors of the Committee.**

## **28/12 PATIENT CARE SERVICES (PCS)**

The Committee received an update on the progress of the PCS Annual Delivery Plan and on the Trust's contribution to supporting developments within the pilot projects for patient transport services throughout Wales. The report covered updates on Access and Book arrangements, transport and care pilot schemes, and the Service Level Agreements and Commissioning Framework.

**RESOLVED: That**

**(1) the report be received; and**

**(2) confirmation be sent to Non Executive Directors as to which three Health Boards had not currently signed the Service Level Agreements.**

## **29/12 INFORMATION GOVERNANCE POLICIES AND PROCEDURES**

**RESOLVED:**

**That this item of business be withdrawn from the meeting in order for further work to be completed on the policies listed within the report.**

### **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](http://www.ambulance.wales.nhs.uk)**