

## APPENDIX

### DRAFT

## WELSH AMBULANCE SERVICES NHS TRUST

### MINUTES OF THE OPEN MEETING OF THE STRATEGIC PLANNING COMMITTEE HELD ON WEDNESDAY 13 JULY 2011 AT VANTAGE POINT HOUSE, CWMBRAN, AND HEADQUARTERS, ST ASAPH.

#### PRESENT :

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

#### IN ATTENDANCE:

Mrs J Hardisty	Director of Workforce and Organisational Development (OD)
Mr N Heal	Staff Side Representative (RCN)
Mr J Huxley	Assistant Corporate Secretary
Mr C James	Director of Service Development
Mr J Jones	Corporate Accountant
Mr D Jones-Morris	Interim Director of Emergency Medical Services
Mr M Jose	Staff Side Representative (UNISON)
Mr C Randall	National Staff Officer
Mrs D Sharp	Corporate Secretary
Mrs S Thorpe	Staff Side Representative (GMB)
Mr T Woodhead	Director of Finance

#### APOLOGIES:

Mr D Jackland	Director of ICT
Miss N Park	Non Executive Director
Mr P Price	Non-Executive Director
Ms S Jones	Clinical Director

#### 22/11 PROCEDURAL MATTERS

#### RESOLVED:

That the minutes of the open and closed sessions of the meeting of the Committee held on 19 May 2011 be confirmed as a correct record, subject to the following amendment:-

## Open Session

### **Minute15/11 (c) – Draft Budget (GP Out of Hours Service)**

**To confirm that the action to provide a financial analysis of the loss of the GP Out of Hours contracts is to be provided by the Clinical Director and the Director of Finance and not the Director of Service Development.**

### **23/11 '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. The action included providing a presentation to Health Boards and at their Committee meetings, a presentation at the Trust's Partnership Forum, facilitating an integrated planning workshop for staff of the Trust and holding 'road show' events at various locations across Wales to explain the Trust's ideas for the future provision of services to patients.

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

### **24/11 PROGRESS IN DELIVERING THE ANNUAL DELIVERY PLAN FOR 2011/12: MONTH 2 (MAY RETURN)**

It was reported that each Directorate had received feedback on their Business Plans and that these had now been signed-off by the Management Team. In considering the position at Month 2, the majority of the action flowing from the plans was at amber status and the Committee acknowledged that the success of the plans would be determined by how effective directorates would be in taking the necessary action and moving from amber to green. The Service Development Directorate would continue to work with individual directorate's in monitoring the action taken and reduce the timelines where possible.

**RESOLVED: That**

**(1) the progress made by the Trust in Month 2 (May 2011) be noted; and**

**(2) the Board be assured that performance is on track in Month 2 (May) 2011/12.**

### **25/11 FINANCE 2011/12 UPDATE - MONTH 3**

The Director of Finance updated the Committee on the Trust's cumulative financial performance against budget and the forecast outturn for April 2011. The reported outturn performance at Month 3 was an adverse variance against the financial plan of £0.656m (2.35% which had increased by £0.184m from Month 2. The non-pay position at Month 3 was an adverse variance of £0.4m.

The total pay variance for the period was an overspend of £0.581m, largely as a result of high levels of operational overtime working, primarily in EMS services. The non pay overspend had occurred in areas such as travel and subsistence, fleet maintenance, increased fuel costs and taxi and ambulance car service costs. The report presented by the Director of Finance explained the circumstances behind the overspend in these areas.

The Committee discussed the detail contained in the report and noted that handover times had improved and whether this was likely to be maintained, particularly over the winter months. Members also noted the difficulty Local Health Board's were experiencing in recruiting key staff at hospitals which would ultimately have a direct impact on the Trust.

**RESOLVED:**

**That the cumulative financial position as reported for Month 3, and the associated key risks and issues, be noted.**

26/11

**THE PREPARATION OF THE TRUST FOR THE 2012 OLYMPIC AND PARALYMPIC GAMES**

The Committee received a detailed report covering a range of discussions that had already been held on matters to prepare for the Olympic and Paralympic Games next year. There were a number of strands in preparing for the Games, from security to ensuring that the Trust was able to meet its 'business as usual' commitments. Broadly, the issues related to providing and contributing to a United Kingdom Resilience operation and, secondly, focussing on what was talking place in Wales and preparing to meet those challenges.

It was acknowledged that information and advice being released from co-ordinating bodies, centrally, was resulting in an ever changing position with regard to the arrangements and, as the Games became nearer, the information would become more significant and require detailed planning.

The report listed a number of recommendations which the Board would be asked to endorse as the way forward for the Trust to prepare for the Games.

**RESOLVED:**

**That the Board be advised to approve the recommendations contained in the report as the way forward with preparations for the Games.**

**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)**

