

DRAFT

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE OPEN MEETING OF THE STRATEGIC PLANNING COMMITTEE HELD ON 7 MARCH 2012 VIA VIDEO CONFERENCING LINK FROM VANTAGE POINT HOUSE, CWMBRAN, HQ, ST ASAPH AND CEFN COED, SWANSEA.

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
Mr J Morgan	Non Executive Director (substituting for Miss Nina Park)
Mr T Woodhead	Director of Finance

IN ATTENDANCE :

Mr M Cassidy	Deputy Chief Executive and Director of PCS
Mr S Fletcher	Non Executive Director and Chairman of the Board
Mr N Heal	Staff Side Representative (RCN)
Mr J Huxley	Assistant Corporate Secretary (Item 2 onwards)
Mr J Jones	Corporate Accountant
Mr G Price	Staff Side Representative (GMB) (in place of N Holman)
Mrs D Sharp	Corporate Secretary
Mrs J Winspear	PCS Head of Service (North)

APOLOGIES:

Mrs J Hardisty	Director of Workforce and OD
Mr N Holman	Staff Side Representative (GMB)
Ms S Jones	Clinical Director
Mr M Jose	Staff Side Representative (UNISON)
Miss N Park	Non Executive Director

The Chairman welcomed everyone to the meeting and reminded attendees of the code of conduct and of the Trust's values and standards of behaviour framework within which all Board members were required to uphold.

13/12 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 16 February 2012 be confirmed as a correct record, subject to the following amendments:-

(a) Delete Ms C Jones. Project Manager from the list of attendees in the minutes of the closed session and add her to the list in the open session of the meeting;

(b) Add Mr J Morgan, Non Executive Director to the list of attendees in the minutes of the closed session in relation to Minute 02/12 (Electronic Clinical Record); and

(c) Record that Mr R Wilkins' title is 'Programme Director'.

(3) it be noted that no items of business were identified for referral to the Audit Committee for scrutiny or review.

14/12 BUDGETS 2012/13

The Director of Finance introduced the report and provided further information on the likely budget allocation from the Welsh Government (WG), and on the risks that the Trust faced in achieving its objectives.

The budget was inextricably linked to the Annual Delivery Plan, and would be affected by the 'flat cash' approach being adopted by the WG to next year's budget allocation, and by the level of success that could be achieved in discussion with other NHS organisations on service provision and income agreements eg handover performance.

The Committee advised that the Trust needed to identify problems immediately and raise these with the WG and NHS partners at an early stage and to make it clear what organisational/operational changes the Trust had made, and was proposing to make, and to clarify potential barriers to achieving these changes.

RESOLVED: That

(1) the draft financial plan for 2012/13 be recommended to the Board for approval at its meeting on 15 March 2012, noting the risks associated with the plan, as described in the report; and

(2) the Board also be recommended to consider the following points that were debated at the meeting of the Committee:-

(a) there is a need to put in place straight away, robust mechanisms for managing budgets to ensure that targets in terms of budgetary reductions

are met;

(b) in relation to (a) above, early dialogue should be held with other NHS organisations setting out what resources the Trust has in place with regard to all the issues relating to the financial plan which is influenced by the LHBs;

(c) Non Executive Directors be provided with details as to what the Trust is expected to provide and the make-up of the contract for EMS services;

(d) the Committee strongly recommends that a refreshed 'Efficiency Review' should be commissioned with LHB partners and that the Management Team be asked to give this serious consideration;

(e) the Management Team ensure that an agreed income is secured for EMS and NHSDW services for 2012/13 by June 2012 at the latest;

(f) the Management Team ensure that as part of the agreement in (e) a mechanism is agreed whereby the cost of handover delays is reimbursed to WAST;

(g) comparative statistics be provided between the Trust and other ambulance trusts in relation to the percentage of patients taken to hospital and also comparative data with regard to NHS Direct call rates;

(h) Committee Members requested further information regarding the impact on overtime if, through budgetary reductions, there is a need to reduce staff and this be compared on the basis of 'Whole Time Equivalent' (WTE) posts;

(i) all budget holders be required to formally sign-off budgets and the Board be provided with confirmation that this has been done; and

(j) a separate entry in the budget be included to set out clearly the make-up of the £7m relating to 'Other staff'.

15/12 UPDATE ON CAPITAL UTILISATION : SLIPPAGE AND ADDITIONAL END-OF-YEAR FUNDING

The Director of Service Development introduced a report which explained that the Trust had activated a priority list of capital expenditure following notification from the Welsh Government (WG) that additional capital funding had become available. The additional capital was applied to a telephone system procurement, the purchase of medical equipment and the planned purchase of vehicles.

On considering the report, the Committee advised that a prioritisation list of capital expenditure items should be drawn up as early as possible next year and be brought to the Committee and the Board for consideration, and before the WG released additional capital funding, which was almost certain to be in the new year.

RESOLVED: That the contents of the report be noted.

There were no items of business discussed in the closed session of the meeting.

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