

DRAFT

WELSH AMBULANCE SERVICES NHS TRUST**MINUTES OF THE OPEN MEETING OF THE STRATEGIC PLANNING COMMITTEE HELD ON 3 MAY 2012 AT VANTAGE POINT HOUSE, CWMBRAN WITH A VIDEO CONFERENCING LINK FROM HQ, ST ASAPH.****PRESENT :**

Mr P Price	Non Executive Director (Chair)
Mr S Castledine	Non Executive Director
Mr C James	Director of Strategy, Planning and Performance
Mr P James	Non Executive Director (substitute member for Mr D Evans)

IN ATTENDANCE :

Mr A Ashforth	Acting Corporate Accountant
Mr G Bryce*	Programme Manager
Mr G Davies*	Senior Programme Manager
Miss A Flegg	PCS Modernisation Project Lead (item 6 only)
Mr J Houston*	Service Development Officer
Mrs C Jones	PA to Corporate Secretary
Mr J Jones	Interim Director of Finance
Mrs D Sharp	Corporate Secretary
Mrs S Thorpe	Staffside Representative
Mr R Wilkins*	Programme Director

APOLOGIES:

Mr D Evans	Non Executive
Mrs J Hardisty	Director of Workforce and OD
Mr N Heal	Staffside Representative
Mr N Holman	Staffside Representative
Mr J Huxley	Assistant Corporate Secretary
Ms S Jones	Clinical Director
Miss N Park	Non Executive Director

Not present for whole of the meeting.

16/12 PROCEDURAL MATTERS

The meeting was chaired by Mr P Price following unforeseen circumstances necessitating the departure of Mr Evans. The Committee expressed their best wishes to Mrs Evans who had been unexpectedly hospitalised.

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 and 7 March 2012 be confirmed as a correct record.**
- (3) (a) the Annual Report of the Committee for 2011/12 be recommended for submission to the meeting of the Trust Board on 1 June 2012;**
(b) the programme of business of the Committee for the calendar year 2012/13 be adopted in amended form, noting that a review will need to be carried out following the Annual General Meeting and following the appointment of the new chair.

Matters Arising

Action Log - Fleet Strategy – the Director of Strategy, Planning and Performance reported that discussions were ongoing with the Fleet and Logistics Manager and that a Fleet Review Group was to be set up. There was a substantial amount of work involved which would take three to four months to complete. In noting the work involved, the Committee encouraged the Director to engage with any external/internal support as appropriate to complete the review.

14/12 Budgets 2012/13 - the Interim Director of Finance updated the committee on the recommendations as set out in Minute 14/12 below:-

- (a) the Interim Director of Finance was leading on the budgetary reductions;
- (b) dialogue was ongoing with commissioning partners;
- (c) details to be circulated to Non Executive Directors;
- (d) discussion ongoing regarding a refreshed Efficiency Review;
- (e) and (f) discussions were still ongoing and income was not secured;
- (g) addressed within the KPI report;
- (h) no proposals currently to reduce staff
- (i) budget holders were expected to have signed off budgets in time for the next Audit Committee however these have already been agreed in writing;
- (j) had been completed.

17/12 NHS DIRECT WALES BALANCED SCORECARD

This item of business was deferred pending the attendance of an NHSDW representative. When reconsidering the item the broader issue of future direction of the service was to be considered.

RESOLVED: That the item of business be deferred to the next meeting.

18/12 PROGRESS IN ACHIEVING THE ANNUAL DELIVERY PLAN

The Committee considered the progress made and noted that actions that had not been completed in year had been rolled forward as part of the 2012/13 Annual Delivery Plan. The Management Team received regular progress reports to monitor progress.

RESOLVED: That the progress made in implementing the Annual Delivery Plan for 2011/12 be noted together with the assurances regarding actions taken.

19/12 TRUST PERFORMANCE SCORECARD FOR APRIL TO MARCH 2012

The Director of Strategy, Planning and Performance highlighted key points from the scorecard for the Committee. Members noted the technical difficulties faced by staff in reporting Adverse Incidents on Datix, which if not completed as one process, due to possible time constraints or call out, the information inputted was lost, and the process had to be restarted. The Patient Safety Team could issue each member with an individual log in to allow the incident be revisited and completed at a later date. It was noted that ICT action would be required and the Interim Director of Finance and ICT agreed to look into the matter.

RESOLVED: That

- (1) the usefulness of the performance scorecard be noted together with the importance of the Executive Team following up issues;**
- (2) a limited number of issues would be discussed in depth at future meetings; and**
- (3) the Interim Director of Finance and ICT agreed to look at ICT possibilities for staff to have an individual login to report adverse incidents.**

20/12 FINANCE REPORT 2011/12 – MONTH 12

RESOLVED:

That the cumulative financial position as reported for Month 12 and the associated key risks and issues be noted.

21/12 PATIENT CARE SERVICES

The PCS Modernisation Project Lead updated the Committee on key points within the report, noting that the majority of Health Boards had failed to meet the 1 April deadline and the lack of signatures on operational SLA's was due to be escalated to the National Programme Board week commencing 8 May. It was also noted that there were three tiers to the SLA's. The overarching National one, the operational one which contained finer details and finally the costing matrix, which was still yet to be agreed.

RESOLVED: That

- (1) the report be noted and concern be expressed that several of the SLA**

agreements were not yet effective despite the 1 April 2012 deadline; and

(2) emphasis be placed on the importance of financial statistics being robust in order to facilitate future analysis.

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