****Approved minutes

**Meeting: Finance Performance & Planning Committee**

**Date: 19 June 2020**

**Venue: MS Teams Meeting**

**Members**

Linda Semple Non-Executive Director *(Chair)*

Morag Brown Non-Executive Director

Karen Kelly Non-Executive Director

Jane Christie-Flight Employee Director

Jann Gardner Chief Executive

Anne Marie Cavanagh Nurse Director

Gareth Adkins Director of Quality, Innovation & People

Colin Neil Director of Finance

June Rogers Director of Operations

**In attendance**

Susan Douglas-Scott Board Chair

Carole Anderson Associate Director of Quality, Performance, Planning & Programmes

Liane McGrath Head of Corporate Governance

**Minutes**

Tracey Wark Personal Assistant

**1 Opening remarks**

**1.1 Chairs introductory remarks**

Linda Semple opened the meeting and thanked everyone for their attendance via MS Teams. Members were advised that agile principles would be used for this meeting to ensure concise discussion.

**2 Apologies**

Stephen McAllister Non-Executive Director

Mark MacGregor Medical Director

**3 Declarations of Interest**

Previous standing declarations of interest were noted, there were no new declarations to record.

**4 Updates from last meeting**

**4.1 Unapproved Minutes**

The minutes of the previous meeting were read and approved as an accurate record.

**4.2 Action Log**

The Action log was reviewed and the Committee agreed to close all actions as recommended.

**5a-c Agile Governance**

Colin Neil outlined the three papers presented to the Committee for noting. The Agile Governance Model had been implemented at the start of the pandemic period and the original paper approved at the Mach 2020 Board Meeting was noted.

A subsequent paper outlining the proposed Agile Model Next Phase arrangements had been discussed and supported at the May 2020 Board Meeting. The Board agreed that the proposal be forwarded to the Cabinet Secretary for approval.

Colin Neil also noted the weekly performance report template that was presented for information. This report is reviewed at the weekly Agile Governance Meetings.

Jann Gardner confirmed that formal approval to move into the next phase of the agile governance arrangements was awaited from the Scottish Government. Committee members recognised that the dates included in the paper are indicative and current arrangements will stand until approval to move into the next phase is received. Jann Gardner will take a brief paper to the June 2020 Board meeting to confirm this position.

Linda Semple noted support of the agile model and the Committee agreed that it was working well.

The Committee noted this update.

**Action: Jann Gardner to update the Board on the agile governance arrangements position at the June 2020 meeting.**

**6 Effective – Operational/Finance Performance Review**

**6.1 Operational Performance – 2019-20 Year end position**

June Rogers presented the year end Operational Performance position to the Committee and noted the following.

* All non-urgent elective activity was suspended on 16th March 2020 as per Scottish Government instruction. As a result, the end of year performance position had been adversely impacted.
* Prior to this suspension, elective activity had demonstrated an improvement across a number of surgical specialties and utilisation levels were positive.
* Diagnostic services had also been performing well prior to the pandemic and the improvement plan had positively impacted waiting time figures.
* The non-urgent activity suspension has significantly impacted the Cardiology, Cardiac and Thoracic programmes. At the end of March 2020, 143 patients exceeded their 12 week Treatment Time Guarantee. This will be a key priority area during the recovery phase.
* In the early part of 2020, the Mobile Theatre had been used across the weekend by an external provider to treat cataract patients from NHS GGC. NHS GJ managed the logistics of this service including patient bookings. Agreement to retain the mobile unit is outstanding, pathways are currently being reviewed to confirm if this unit will be required going forward.

June Rogers noted that Clinical Service Teams are focused on preparing for services restarting and the additional activity noted within the Recovery Plan.

The Committee discussed the year end position and commended the Operational Team for the work to date and how they had faced recent pandemic challenges. The Recovery Plan and subsequent activity will be closely scrutinised via this Committee over the coming months.

The Committee noted this update and approved the Operational Performance Report.

**6.1 Financial Performance – 2019-20 Year end position**

Colin Neil referred to the Finance Section of the IPR and highlighted the Month 12 position. The following points were highlighted to Members:

* + At year end the organisation had a total surplus of £217,000. This includes over-recovery of £44k of income and a core expenditure underspend of £178k. Non-core expenditure reflects a £5k adverse variance.
  + The Capital Position includes an additional spend on Mobilisation of £165k and the return of £1.59m in Elective Centre Funding to the Scottish Government.
  + CRL Balance was achieved at financial year-end.

Colin Neil updated on Efficiency Savings, noting that the efficiency target was achieved with a modest £3k excess, against the full year target of £4.807m. The Board has identified £2.505m in recurring savings on a current year basis, this is anticipated to mature into a full year effect of £3.755m. Therefore, a full year gap of £1.052m currently exists and requires to be addressed via further savings initiatives.

Members were informed of the predicted break even position at month 12 and the actual outturn surplus of £222k. This position had been anticipated to be higher but was limited due to the challenges faced by the pandemic at year end.

The Committee thanked Colin Neil for this update and commended the Financial Team for their work over the past year.

The Committee noted this update and approved the Finance Report.

**7 Effective – Strategic Planning update**

**7.1 Recovery Plan**

Jann Gardner updated the Committee on progress with the Recovery Plan and advised that Cabinet Secretary approval of the plan had now been received. The plan will be formally published in due course. Jann Gardner reiterated that the plan sets out how NHS GJ will be used as a national resource to accelerate recovery in urgent cancer diagnostics and surgery, cardiothoracic services and in high volume elective orthopaedics and ophthalmology.

Detailed capacity and financial plans have been developed and core NHS GJ clinical resources will be used to deliver the proposals. These resources will be augmented via other flexible options regarding workforce.

The Recovery Plan notes the organisation’s risk reduction approach. This would see NHS GJ maintained as a ‘Green’ or Covid-light site to minimise the risks to patients. Significant work will be undertaken to reduce risk wherever possible and the Plan details risk mitigation and governance approaches.

The Committee discussed monitoring of the plan and the governance processes associated with this. A revised set of performance indicators will be developed to align with the plan and will be reported to the Committee.

The Committee recognised that the Hotel and Conference Centre will require a specific strategic plan regarding recovery. Colin Neil and June Rogers agreed to lead a detailed discussion on the Hotel and Conference Centre at the next meeting.

Jann Gardner also noted that the Board Strategy would be refreshed and the seven swimlanes reviewed in line with the recovery plan. Workforce will be a key challenge and the HR Team is being supported and developed to facilitate the recruitment and organisational change processes required.

The Committee commended the vast amount of work that had been delivered to finalise the plan and noted this update.

**Action: Colin Neil and June Rogers agreed to lead a detailed discussion on the Hotel and Conference Centre at the next meeting.**

**7.2 Strategic Programme Board Update**

Gareth Adkins note that the Strategic Programmes are currently being reviewed in conjunction with the Board Strategy. A detailed update on this will be brought to the September 2020 FPP meeting.

**Action: Detailed review of Strategic Programmes to be presented to September 2020 FPP Meeting.**

**8 Safe**

**8.1 Board Risk Register**

Colin Neil advised the Committee that the Board Risk Register had been approved at the 28 May 2020 Board meeting and was presented to the FPP Committee for noting.

The Register will be used as an initial platform for 2020-21 and will be developed as the orgaisation progresses with the Recovery Plan.

The Committee noted this update.

**9 Issues for noting to Board**

**9.1 Key Issues for reporting to GJ Board**

Committee Members agreed at a short update on the following would be taken to the June 2020 Board Meeting:

* Year-end financial performance was presented and Committee Members formally commended the positive financial position.

* Year-end operational performance was noted with the impact of Covid-19 recognised.
* The approval of the Recovery Plan was noted and a performance reporting template is being developed. Key metrics to support the ongoing scrutiny of progress against the plan will be agreed in the coming weeks.
* Committee Members noted the Agile Governance Next Phase paper that was supported at the May Board meeting. Cabinet Secretary approval is awaited prior to moving into the next phase

**10 For Noting**

**10.1 Integrated Performance Report – April 2020**

The Committee noted the Integrated Performance report for the month of April 2020.

**11 Any Other Competent Business**

No other business was noted.

**12 Date and Time of Next Meeting**

Wednesday 1 July 2020 at 10am