



Hertfordshire NHS Supply Management Confederation

Wednesday 17th December 2003

Minutes of Supply Board

Present:

Robin Douglas	Non-Executive Director, West Hertfordshire Hospitals
Martin Herd	Finance Director, West Hertfordshire Hospitals NHS Trust
Nick Gerrard	Finance Director, East & North Hertfordshire
John Jones	Finance Director, Hertfordshire Partnership Trust
Stephen Graham	Director of Supply, HSMC

In attendance:

Elena Terraneau	PA to Director of Supply, HSMC
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1. Apologies

Stephen Brooker, Non-Executive Director, East & North Hertfordshire
Kevin Gaffney, Finance Director, Watford & Three Rivers Primary Care Trust
Helena Fuller, Business Development Manager, Purchasing and Supply Agency

2. Minutes of the last meeting

The minutes were agreed as a correct record.

3. Matters arising (not covered elsewhere on the agenda)

- 3.1 Robin Douglas was welcomed to the Supply Board to replace Neil Marshall, and was appointed as Chairman.
- 3.2 Comments on the five-year vision statement were received from members. A final version should be produced for the next Supply Board.
Action: SG
- 3.3 The Audit Commission report has been received and the resulting action plan will be presented to the next Supply Board.
Action: SG
- 3.4 Stephen Graham notified the Board of his resignation to take up a similar position across North Central London HA. Arrangements for appointing a new Director of Supply will be agreed on 5th January 2004.
Action: SG/NG/MH/JJ

4. Financial position, performance and activity

Progress was noted. It was noted that:

- 4.1 HSMC is currently forecasting an over spend of around £25,000 for the year-end.

- 4.2 It was agreed that despite the introduction of accommodation charges, HSMC should remain at Tonman House. FD's will discuss with the SHA Finance Director to identify ways of reducing or eliminating this charge.

Action: MH/NG

- 4.3 The Investment Proposal was generally accepted but should be revised to apportion the additional investment across member trusts. In particular, the additional investment should be separated into:

- Funding required to strengthen the HSMC team
- Funding required due to increased operational activity
- Funding required to deliver increased savings.

Action: SG

- 4.4 A meeting will be held on 5th January 2004 to finalise the investment proposal.

Action: SG/NG/MH/JJ

- 4.5 The KPI's should be aligned to the National Performance Indicators.

Action: SG

- 4.6 A narrative report should accompany the KPI's.

Action: SG

- 4.7 The Director of Supply advised the Board that the HSMC savings target would not be met, due principally due to increased purchasing activity arising from capital programmes. A total of £1.2m of savings is expected by the year-end.

5. Organisational Developments

Progress was noted. It was agreed that:

- 5.1 The revised set of SO/SFIs should be implemented from 1st January 2004, pending formal submission by Finance Directors to the acute trust boards.

Action: SG/NG/MH

- 5.2 An education programme on the process for obtaining competitive tenders and quotation should be rolled out to Budget Holders, Service Managers, General Managers and Directors.

Action: SG

- 5.3 Following receipt of the competency assessment report across staff engaged on operational supply activity in Supplies, Pharmacy, Estates and Pathology, a plan for staff training and development should be created to fit within existing acute trust training services.

Action: SG

- 5.4 The Workforce Development Confederation should be approached for funding regarding the additional training requirements.

Action: SG

6. Supply Chain Developments

Progress was noted. It was agreed that:

- 6.1 A purchasing card should be kept in Supplies for HPT orders.

Action: SG/JJ

- 6.2 Estates at WHHT will implement purchasing cards

Action: SG/MH

- 6.3 The non-stock Supplies team should be centralised, subject to the formal staff consultation procedures, and subject to remote connection to the ENHT finance systems. It was noted that the St Albans City Hospital office represented the only possible location at present.

Action: SG/MH

7. Purchasing Developments

It was agreed that:

- 7.1 Analysis is required of the 'other' category within the trust expenditure categories.

Action: SG

- 7.2 The proposed interim staffing arrangements were agreed, with further discussion around recruitment to take place on 5th January 2004.

Action: SG/NG/MH/JJ

8. Strategic Developments

Progress was noted. It was agreed that:

- 8.1 Problems regarding e-req at ENHT should be highlighted with IM&T department.

Action: SG/NG

- 8.2 IM&T department should be integrated with training for e-req and logistics on-line.

Action: SG

9. Next meeting

Wednesday, 25th February 2004 from 09.30am to 11.30am at Tonman House.

Please advise by 9th January 2004 if this is not convenient.

10. Other business

It was noted that:

- 10.1 Members expressed thanks to Stephen Graham for his contribution in establishing and leading HSMC and gave their best wishes in his new role.

- 10.2 Elena Terraneau will continue to be Secretary to the Supply Board until a replacement Graduate Trainee is recruited later in 2004.