

Agenda item: 22b

FINANCE & PERFORMANCE COMMITTEE

Minutes of the Finance & Performance Committee Meeting
Tuesday 25 August 2015

“Virtual” meeting, papers circulated by email to all Committee members

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| Chair: | John Brougham, Non-Executive Director Mahdi Hasan, Trust Board Chairman Paul Cartwright, Non-Executive Director Phil Townsend, Non-Executive Director Jonathan Rennison, Non-Executive Director Helen Brown, Director of Transformation Tracey Carter, Chief Nurse and Director of Infection, Prevention & Control Lisa Emery, Chief Information Officer Lynn Hill, Deputy Chief Executive Mike van der Watt, Medical Director Jerry Francine, Deputy Director of Finance |
| In attendance: | Clare Ransom, Clerk to the Committee |
| Apologies: | Paul da Gama, Director of Human Resources |

MEETING MINUTES

| | Action | Who | When |
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| 1. | Chairman's Introduction | | |
| 1.1 | Papers had been circulated by email to all members to read and return comments to the Clerk. | | |
| 2. | Apologies for absence | | |
| 2.1 | As recorded above. | | |
| 3. | Declarations of Interest | | |
| 3.1 | There were no interests declared for this meeting. | | |
| 4. | Minutes of the Finance & Performance Committee held on 28 July and 19 August (8/04a and 8/04b) | | |
| 4.1 | The minute of meetings held on 28 July and 19 August had been circulated to members. | | |
| 5. | Action Log (8/05) | | |
| 5.1 | The action log had been circulated for members to note items for action. | | |
| 6. | Committee Workplan 2014/15 (8/06) | | |
| 6.1 | The Committee workplan had been circulated for members to note. | | |
| 7. | Trust Financial Risk Register (08/07) | | |
| 7.1 | Item withdrawn from the agenda as not approved by DR for circulation. | | |
| 8. | Integrated Performance Report (08/08) | | |
| 8.1 | Data required to complete the IPR for July (June 2015 data) was not complete in time for circulation. The IPR will be submitted straight to the trust Board on 3 September. | | |
| 9. | Month 4 Report (8/09a) Efficiency Programme Update (8/09b) | | |
| 9.1 | The Month 4 Finance Report and an update on the progress to date on the Efficiency Programme had been circulated to the members for their consideration and to note. | | |

| | Action | Who | When |
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| 10. | Letter to Trust Development Agency: 2015/2016 Financial Improvement (8/10) | | |
| 10.1 | The amended letter to the TDA had been circulated for members to note. | | |
| 11. | Sale of shares in Northwood Medical Innovation Ltd (8/11) | | |
| 11.1 | An update on the sale shares in Northwood Medical Innovation had been circulated to the Committee with a request to approve the recommendation to progress the sale. | | |
| 12. | IM&T Strategy & Performance Update (8/12) | | |
| 11.1 | Members received the IM&T strategy and performance update to note. | | |
| 13. | Items for Escalation to the Board (8/13) | | |
| 13.1 | <ol style="list-style-type: none"> 1. Report of meeting held on 28 July 2. Report of meeting held on 19 August 3. Report of this meeting 4. Month 4 Finance Report | | |
| 14. | Draft Agenda for the next meeting (8/14) | | |
| 14.1 | The draft Agenda for the next meeting was submitted for consideration and approval. | | |
| 15. | Any Other Business (8/15) | | |
| 15.1 | There was no other business | | |
| 16.0 | Date of Next Meeting (8/16) | | |
| 18.1 | The next meeting of the Finance & Performance Committee will be held on 22 September from 9.15am to 11.15am in the Executive Meeting Room, Shrodells Unit at Watford General Hospital. | | |

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| Signed | Name: John Brougham (Committee Chairman) |
| Dated | |