Agenda Item: 20.2

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

## Committee Chair's Assurance Report

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| **Report to:** | Board of Directors (in Public) |
| **Date of meeting:** | 3 November 2020 |
| **Title of Report:** | Assurance Report from the Finance & Activity Committee |
| **Recommendation:** | For assurance |
| **Chair:** | Graham Ward, Non-Executive Director |
| **Purpose:** | The report summarises the assurances received, approvals, recommendations and decisions made at the Trust's Finance & Activity Committee meeting on 21 October 2020. |
| **Background:** | The Committee meets monthly and provides assurance on scheduled reports from all Trust operational committees with a finance and activity (including commissioning) brief. |
| **Item for Escalation** | **NICU Business Case – Capital Expenditure Costing Process**<br>The Committee expressed concerns on the timeliness of the final costings for the NICU redevelopment. Although these costings are due to be delivered to the November Committee meeting the Committee require assurance on the timing of all current year capital programmes to ensure timely action and execution of capital based business cases. A detailed report will be included within the Committee's agenda for November. |
| **Item for Escalation** | **Financial Plan 2020/21**<br>The Committee received the draft submission of the Financial Plan for the remaining 6 months of 2020/21. This draft position was subject to NHSE&I review with the final plan being submitted on 22 October 2020 and presented to the Board of Directors at the November meeting on 3 November 2020.<br>The Committee acknowledged the Trust's draft submission as part of the wider STP financial submission and recognised the operational and financial challenges in the remaining months of the financial year 2020/21. |
| **Item for Escalation** | **Fermoy Unit Future Use**<br>The Committee received a briefing paper on the potential options for the future use of the Fermoy unit. The Committee acknowledged that some of the actions could be considered by the Board of Directors but a fully costed business case would be required for any further development work within the Fermoy unit and a more detailed analysis of the options themselves (including impact on the wider hospital). The Committee requested a fully costed business case to be presented to the November Committee. |

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| **Item for Assurance** | **Division of Medicine Presentation**<br>The Committee received a presentation from the Division of Medicine that covered the activity, performance and financial delivery for the first 6 months of the year.<br>The Committee sought greater assurances on the controls and actions in place to address the level of agency spend within the nursing and medical workforce and required further assurances on the proposed outsourcing of certain sub-speciality activity to cover shortfalls within Trust based capacity. |
| **Item for Assurance** | **Sandringham Acquisition**<br>The Committee received a verbal update following the acquisition of the Sandringham hospital from BMI on 30 September 2020. The Committee received assurance that colleagues from BMI had been transferred to the Trust and were being introduced through the Trust induction process. The Committee also received assurance that the initial estate improvement works were on schedule to complete on 6 November to allow patients to be admitted from 10 November 2020. |
| **Item for Assurance** | **Access Standards Performance Report**<br>The Committee received the monthly access standards report with a deep dive within RTT (Referral To Treatment) and diagnostics. The Committee required further assurances around the Trust's relative performance to the selected peer group and acknowledged that the emergency performance aspects of the report would be subject to a deep dive in the November meeting. |
| **Item for Assurance** | **Better Hospitals Finance Improvement Programme**<br>The Committee received an action plan following a review of financial and payroll processes within the Trust. The Better Hospital Finance Improvement Programme will be tracked monthly through the Committee. The Committee acknowledged the ambitious timeframes associated with the completion of the programme but sought further assurance on the sequencing and/or coterminous nature of some of the planned completion dates. |
| **Risks to refer to risk register:** | The Committee reviewed the risks associated with strategic objectives SO2 and SO4. The Committee acknowledged the additional narrative and increase in the risk as a result of the significant operational pressures being experienced within the Trust due to the numbers of medically fit patients within the hospital bed base. |
| **Other items of business:** | Other items the Committee reviewed:<br>• The Committee approved meeting minutes and reviewed the progress of the meeting action log.<br>• The Committee was informed that the system Winter Plan had not yet been received. The expected release of this plan is due for the end of October to be reviewed at the November Committee meeting.<br>• The Committee received the month 6 finance report and acknowledged the break-even income and expenditure position. The Committee also acknowledged the national initiative of |

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| | transferring debt to PDC within the month.<br>• The Committee received an update paper for the Reference Cost submission process. The Trust is due to submit the Reference Cost dataset on the 29 October 2020 and an assurance and validation process will be arranged with the Chair of the Committee in advance of this submission date.<br>• The Committee received the Q2 Corporate strategy progress updates and supported the position of these updates.<br>• The Committee received one item of any other business for an extraordinary Committee meeting to review a capital business case in advance of the Board of Directors reviewing the case on 3 November 2020. The Committee agreed that a meeting would take place on 28 October 2020. |

| **Attendance** | |
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| **Attendees:** | G Ward – Non-Executive Director and Committee Chair<br>S Roberts – Non-Executive Director<br>C Benham – Director of Finance<br>S Jones – Deputy Chief Operating Officer<br>P Tydeman – Director of Transformation<br>S Barnett – Trust Chairman<br>A Prime – Trust Secretary |
| **Invitees:** | S Harvey, Divisional General Manager Medicine<br>K McGuire – Head of Nursing Medicine |
| **Apologies:** | I Mack – Non-Executive Director<br>D Smith – Chief Operating Officer<br>C O'Brien – Director of Patient Safety |
| **Observers:** | Governors - A Walder, E Corner |