

Item 6.1.3a

Integrated Performance Committee

minutes

Minutes of the Virtual Integrated Performance Committee Meeting 14th May 2020

Meeting Participants:

**Committee
Members:** Karen O'Hagan
Bob Burgoyne
Mark Jones

**Non-Executive Director-Chair
Non-Executive Director
Non-Executive Director**

**Committee
Attendees:** Karen Edge
Hayley Kendall
Frankie Morris

**Chief Finance Officer
Chief Operating Officer
Deputy Chief Finance Officer**

Apologies:

In accordance with the Trust's response to Covid-19, it was decided that face to face meetings were to be limited and therefore a system to enable business to be conducted by remote working was devised. The agenda was reviewed by the Chair and it was concluded that Briefing Notes for the two items of concern would be produced and in accordance with the business cycle distributed on 14th May 2020 by e-mail. A template was produced for each meeting participant to complete individually. This required each participant to record comments and questions as they reviewed each paper, and where a decision was needed, to record whether or not they supported the recommendation.

A telephone call was convened between Karen O'Hagan, Committee Chair and Karen Edge, Chief Finance Officer to review the comments, questions and decisions of individual participants. A summary of key issues raised and decisions made is documented below as minutes of the e-meeting.

In reviewing the feedback from participants, the Integrated Performance Committee Chair did not feel that there were any issues raised that warranted further discussion or clarity but it was noted that the facilitation

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of a further conference call had been made available, in the event that the Chair or any Committee member required this.

1. Apologies for Absence

As all meeting participants contributed to the e-meeting, no apologies were recorded and the meeting was deemed to be quorate.

2. Declarations of Interest

All meeting participants had been asked to declare any interests in respect of items listed on the agenda. All participants declared that they had no interests.

3. Governance and Risk

3.1 Capital

The briefing note circulated detailed the original capital programme for 2020/21, the immediate changes that were proposed, key risks that needed consideration and a level of mitigation that would provide further flexibility.

IPC noted the contents of the briefing note and some specific queries were raised for which responses were provided as follows:

It would be helpful to understand the STP capital allocation process to inform of priorities in the region to support LHCH strategic planning. Once the process had concluded a note of the outcome would be provided to the committee.

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It was confirmed the £0.5m slippage for IT related to SQL licences which were identified as being required following an audit in 2019/20. Due to the COVID-19 incident, delays in progressing the business case had occurred. A copy of the risk and the business case would be shared with KOH.

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Porters/Wellbeing relates to two smaller schemes planned for 2019/20 as follows: Porters refurbishment commenced in 2019/20 and will be completed in 2020/21 with a forecast spend of c£100k in line with the budget and the Wellbeing hub relates to plan for a staff rest area that has been agreed to be supported by charitable funds at the CFC in March 2020.

The slippage on the CTMR schemes relates to an amount in dispute/retention with the contractors, this is expected to resolve by July this year, noting that the new scanners are fully operational.

Queries in respect of the Cath lab scheme would be addressed in the Business case due at Board in June, noting the reduction in spend in year was in relation to updated information on the phasing of the programme as opposed to any reduction in scope.

It was noted that any flexibility available through funding of capital projects via charitable funds would be agreed through the normal process with full CFC sign-off.

3.2 CIP

The briefing note circulated detailed the original CIP programme, the impact on the viability of the programme as a result of both the COVID-19 incident and the interim changes in the financial regime and the risks and mitigation resulting.

Request to see the full detail of the CIP programme with a view whether recovery would be possible at a future point in time, together with the financial impact of new ways of working. It was proposed that a half-yearly review with more detail would be provided to the committee in October.

It was noted that the interim financial regime had removed bureaucracy and thus gave the potential for future efficiencies post COVID-19. The committee would be appraised of the financial regime post COVID-19 together with any potential for efficiencies.

11. Evaluation of Meeting

The Integrated Performance Committee was content with the mechanism in place for the e meeting, given the current extenuating circumstances.

12. Date and Time of Next Meeting:

27th July 9.30am – 11.30am 2020

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