

**SOUTH EASTERN HEALTH & SOCIAL CARE TRUST**

**Minutes of a meeting of the South Eastern HSC Trust  
Finance Committee held on Monday 26 March 2018 at 11.00am  
in the Boardroom, Trust Headquarters, Ulster Hospital**

<b>Present:</b>	Mr M Mawhinney	Non-Executive Director (Chairman)
	Ms L O'Neill	Non-Executive Director
	Mr N Brady	Non-Executive Director
<b>In Attendance:</b>	Mr N Guckian	Director of Finance & Estates
	Mr P Morgan	Asst Director Financial Management
	Mr H McCaughey	Chief Executive
	Ms R Coulter	Director of Planning, Performance & Informatics
	Mrs H Moore	Assistant Director of Performance Improvement & Commissioning
	Ms C Allam	Elective Care Reform Manager
	Ms B Mongan	Director of Adult Services & Prison Healthcare
	Miss C Hughes	Personal Assistant

**10/18 Welcome**

Mr Mawhinney welcomed everyone to the meeting. He noted that apologies had been received from Mr McKenna, Trust Chairman.

**Action**

**11/18 Conflict of Interest**

Everyone present confirmed that they had no conflict of interest with any items listed on the agenda.

**12/18 Minutes of the Meeting held on 19 February 2018**

The minutes of the meeting held on 19 February 2018, which had been circulated with papers for the meeting, were approved.

**13/18 Lisburn Primary & Community Care Centre (PCCC) Update**

An update paper on Lisburn Primary & Community Care Centre was circulated with papers for the meeting.

Mr Mawhinney commended the Update Report and noted that the layout is very beneficial. During discussion Ms Coulter noted that the full Business Case is being prepared, in conjunction with HSCB colleagues, and will be submitted

to Finance Committee/Trust Board. (If a Finance Committee is not scheduled when the Business Case is finalised it will be e-mailed for review.) She also confirmed that 7 out of the 8 GPs have now formally signed up. It is now appropriate to proceed with the full contract award.

**Action**

**14/18 Performance Management Framework**

A Briefing Paper; Performance Exception Report and 2017/18 Performance Improvement Trajectory had been circulated with papers for the meeting.

During a review of the background to Performance Management, Ms Coulter noted that the Department of Health (DoH) had asked Trusts to re-examine Performance and Accountability arrangements to ensure that there is a consistent approach and also to strengthen accountability to ensure there is close involvement of Non-Executive Directors. During a regional review of these processes it was agreed that the Performance Report should be presented to a Sub-Committee of the Trust Board in order that the issues could be discussed in greater detail. Because of the link between Finance and Performance it was felt that the Finance Committee would be the best meeting for the Performance Management information to be presented at rather than establishing a separate meeting. Whilst not all Trust Board Directors are members of the Finance Committee they are invited to all meetings. Following brief discussion it was agreed that Mr Mawhinney, Miss O'Neill and Mr Brady would discuss the position after the meeting. Amendments to the Terms of the Reference for the Finance Committee would be considered at a future meeting.

In response to a query Ms Coulter noted that the main focus of the Performance review would be to have a more detailed conversation with testing and assurance provided on how the Trust is performing compared to the Service Budget Agreement (SBA). It is generally recognised that the SBA cannot be achieved in many Specialities due to capacity issues/resources. However instead of amending the SBA to more realistic targets, it has been agreed that 50% achievement is viewed as good performance in these areas. This explained the information contained in the Trajectory report which had minus numbers but were rated as green. Ms Coulter undertook to make this clear in future reports.

In presenting the reports, Ms Coulter noted that these are only draft papers and any comments/suggestions for amendments would be appreciated and incorporated into future reports. In response to concern regarding the layout

of the Performance Improvement Trajectory report, Ms Allam confirmed that she would amend the format for the next meeting. Ms Coulter noted that the trajectories are being utilised to challenge the Trust to achieve the same performance as last year, and potentially carry out more work. If not achieved then it will be questioned why not.

**Action**  
CA

During discussion it was felt that for each meeting a Specialty could be chosen to be reviewed in detail. This information would be highlighted in the e-mail inviting Trust Board members to the Committee. Ms Coulter undertook to prepare a schedule of priorities for three months and this would be discussed at the next meeting. The reports would be amended as suggested.

RC

Mr Maynard thanked Ms Coulter, Mrs Moore and Ms Allam and they left the meeting.

### **15/18 Matters Arising From The Previous Meeting**

Mr Mawhinney noted that report entitled Healthcare Funding in Northern Ireland, produced by the Healthcare Financial Management Association (HFMA) had been circulated with papers for the meeting. This report had been referenced by Mr Guckian at the last meeting.

During review of the HFMA report Mr Guckian noted that it was compiled in 2015 and related to health only in order that comparisons can be made with NHS England which does not include Social Care. The report details the shortfall in Northern Ireland funding in comparison to England. He commented that the report has been quoted in meetings by the DoH with Mr Pengelly and the Northern Ireland Office.

It was agreed that the HFMA Report could be presented at a future Trust Board Workshop.

NG

### **16/18 Finance Report : Month 11 (period ended 28 February 2018)**

The Financial Report for the period ended 28 February 2018 (Month 11) had been circulated with papers for the meeting.

In presenting the Finance Report Mr Guckian noted that the projected year end position is a small surplus (£35k). In reviewing the report he noted that the Salaries & Wages graph now includes the 1% pay award, and arrears, which explains why it has risen. If the pay award was removed the Salaries & Wages expenditure would have remained at the same rate as previously. It has become apparent that it is exceedingly difficult to recruit staff, particularly qualified staff,

due to a combination of the recruitment process and a lack of available staff.

**Action**

Mr Guckian noted that there is significant unmet demand (approximately £2m) for community care services and this position is being monitored at the Community Care Forum. This amount will not be included in any financial strategy for savings as it will need to be utilised if these services can be provided.

In response to a query regarding Children's Services and the deficit in Independent Fostering, Mr Guckian noted that, as discussed at Trust Board, this issue is being targeted by the Directorate with a view to reducing use of the Independent Sector. The budget will be reviewed at year end and funded to expenditure in 2017/18, less any savings plan.

Mr Guckian noted that the Trust's capital expenditure is on target to utilise all funding received.

In response to a query regarding the 2018/19 budget, Mr Guckian advised that this has not yet been released and should be allocated soon.

**17/18 Any Other Business**

No additional issues were raised.

**18/18 Date of Next Meeting**

It was agreed that the next meeting should be changed from 18 June 2018 to **Monday 23 July 2018 at 11.00am.**