

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST**FINANCE, PERFORMANCE AND WORKFORCE COMMITTEE ANNUAL REPORT 2013/14****1. Introduction**

- 1.1 The purpose of this report is to formally report on the work of the Committee during 2013/14 and to indicate its work plan for the 2014/15 financial year. This reflects the Terms of Reference of the Committee.
- 1.2 The Committee has met on a monthly basis throughout the year, except for August, and has provided minutes for Board of Director consideration on a timely basis.
- 1.3 The Committee's name was formally changed during the year to reinforce its role with regard to Workforce issues.

2. Work Undertaken in 2013/14

2.1 The bulk of the Committee's work reflected the routine consideration of monthly reports which consider the following issues:

- Overall financial position of the Trust.
- Directorate financial performance and the Performance Management Framework processes.
- The activity income position.
- Contractual issues.
- Directorate performance on efficiency plans.
- Balance Sheet and Working Capital issues.
- Financial risks.
- National and Regional issues and context.
- Performance on key service targets such as 18 Weeks RTT, Cancer Waiting Times, A&E 4 Hour Waits, MRSA and C Difficile.
- Delivery of activity and waiting list plans.
- Workforce numbers and costs.
- Bank and Agency staff costs.
- Staff sickness rates.
- Staff appraisal performance.
- Other key workforce KPIs.

2.2 However, the Committee also considered other issues on a less routine basis including:

- Reports on development of the 2014/15 Financial Plan including the overview, key issues, contract negotiations and Directorate plans.
- Reports on the development of the 2014/15 Efficiency Plan and development of the Trust's Efficiency Programme.
- Actions being taken to address the Directorates with major financial challenges.
- Reports on key operational challenges, including delayed discharges.
- Issues around the Sexual Health Contract with Sheffield City Council.
- Development of the "Winter Plan".
- Implementation of the Major Trauma Centre.
- Progress on the Right First Time Programme.
- DGH Referrals on Cancer Pathways.
- The programme to address the Trust's issues on delivering the 18 Week RTT targets.
- Annual Plan and Quarterly Monitoring Return submissions to Monitor and relevant feedback.

- Achievement of CQUIN targets.
- Commissioner financial positions.
- Progress on the Sales Ledger Review/debt reduction work.
- The Trust's Capital Programme, investment plans and planning processes.
- Reports on Specialty/Directorate Service Line Reporting and Reference Cost positions.
- Discussions between the Shelford Group and NHS England/Monitor on the adequacy of tariffs for complex treatments.
- Monitor's new Continuity of Services Risk Rating.
- Review of the Treasury Management Policy.
- Various workforce issues including Staff Engagement initiatives, the annual Staff Survey, Employment Law Updates, Customer Services training, the latest MARS process, the Trust's position on the "living wage" and national developments on Terms and Conditions.
- The Flu Vaccination Programme.
- The delivery of the Trust's Procurement Strategy and other procurement issues.
- Audits of clinical coding in respect of PbR.
- The Trust's involvement, potential and actual, in resolving difficulties in other Trusts, including "Buddying" arrangements.
- Developments on workforce Education and Training, including the work of Health Education Yorkshire and the Humber.
- Management of the reductions in Junior Doctor posts.
- JNCC Minutes.

2.3 The Committee undertakes its role by receiving and questioning papers and presentations; discussion of key issues; seeking of assurance; making suggestions and recommendations where appropriate; and drawing significant issues to the attention of the Board of Directors.

3. 2013/14 Attendance at Finance Committee Meetings

| Member | Meetings Attended | Deputy attended |
|----------------|-------------------|-----------------|
| Tony Pedder | 10/11 | |
| Vic Powell | 9/11 | |
| John Donnelly | 4/11 | |
| Martin Temple | 6/7 | |
| Andrew Cash | 6/11 | |
| Hilary Chapman | 2/5 | 2/5 |
| Neil Priestley | 11/11 | |
| Mark Gwilliam | 10/11 | 1/11 |
| Kirsten Major | 10/11 | 1/11 |

4. Work Plan for 2014/15

4.1 The Finance, Performance and Workforce Committee's work for 2014/15 will be very similar to the work undertaken in 2013/14.

4.2 However, with the financial, operational, efficiency, workforce and performance pressures which will be faced in 2014/15 the committee will need to consider issues with particular care and focus.

5. Terms of Reference

The Committee's Terms of Reference were updated in October 2013 and are attached. No further changes are required at this stage.

6. **Conclusion**

The Finance, Performance and Workforce Committee continues to provide an important role in the governance of the Trust and has a key role to play in ensuring continued good performance in finance, efficiency, operational delivery and workforce management.

Vic Powell
Chair
May 2014