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**Meeting: Finance and Performance (FP) Committee**

**Date: 8 July 2021**

**Venue: MS Teams Meeting**

**Members**

Stephen McAllister Non-Executive Director *(Chair)*

Rob Moore Non-Executive Director/ Board (*Vice Chair)*

Jann Gardner Chief Executive

Jane Christie-Flight Employee Director

Karen Kelly Non-Executive Director

Anne Marie Cavanagh Director of Nursing and AHPs

June Rogers Director of Operations

Elizabeth O’Brien Assistant Director of Finance

**In attendance**

Susan Douglas-Scott Board Chair

Carole Anderson Associate Director of Quality, Performance, Planning & Programmes

Nicki Hamer Deputy Head of Corporate Services

Laura Langan (for item 6.2) Head of Clinical Governance

**Minutes**

Lilian Russell Programme Support Officer

Elaine Anderson Corporate Administrator

**Apologies**

Gareth Adkins Director of Quality, Innovation & People

Colin Neil Director of Finance

Linda Semple Non-Executive Director

**1 Opening remarks**

**1.1 Chairs introductory remarks**

Rob Moore opened the meeting and thanked Committee Members for their attendance via MS Teams.

Stephen McAllister joined the meeting and took over as Chair from item 5.1.

**2 Apologies**

Apologies were noted as above.

**3 Declarations of Interest**

Previous standing declarations of interest were noted.

**4 Updates from last meeting**

**4.1 Unapproved Minutes**

The minutes of the previous meeting were read and approved.

**4.2 Action Log**

There was one action from the last meeting that has been carried forward.

**5 Effective – Operational / Finance Performance Review**

**5.1 Operational Performance – Integrated Performance Report June 2021**

The Operational Performance position was presented to the Committee as at 31 May 2021. June Rogers advised that Ophthalmology is below plan due to a number of reasons including complex cases and the availability of Consultant. The service continues to be significantly impacted by physical distancing.

The Committee were advised that work is ongoing to optimise patient pathways and to improve clinic utilisation and activity. This includes weekend working to support the recovery of Waiting Times and to focus on patients identified as urgent.

The arrival of the Vanguard unit has increased the number of Endoscopy procedures. Work continues with other Health Boards with regard to the recovery of Cancer/Colorectal service on a national basis and training has commenced for the Robotic colorectal.

It was noted that Cystectomies from NHS Lanarkshire and Breast Cancer procedures from NHS Ayrshire and Arran will continue to be carried out at NHS Golden Jubilee until March 2022.

Jane Christie-Flight referred to the availability of Consultants and it was advised that discussions are ongoing with Scottish Government with regard to maximising the utilisation of staff capacity levels for Health Boards. NHS GJ are aware of the current situation and are working on an active plan

In agreement with the Scottish Government, NHS Golden Jubilee are currently accepting long waiting Orthopaedic patients who are being seen through the ‘treat’ pathway and this has an impact on both the inpatient and outpatient waiting list.

The referrals for Cardiac surgery continue at a decreased level compared to the pre-Covid period, work is ongoing to understand the reasons for this. It was reported that across the UK, referrals into Cardiac services have been reduced by approximately 30%.

The Interventional Cardiology referrals continue to increase. however, the majority of patients are being treated within the Treatment Time Guarantee (TTG). There are a small number of long waiting patients who have been delayed due to periods of unavailability or declined appointments and they are being reviewed individually. Work is ongoing within the Clinical teams to address the Electrophysiology (EP) and Devices waiting list and secure admission dates for patients waiting beyond 12 weeks.

The Committee approved the Operational Performance Update.

**5.2 Financial Performance – Integrated Performance Report June 2021**

Elizabeth O’Brien presented the Finance Report and members were assured of the financial position for the end of May 2021.

A surplus of £0.348m was reported including core revenue and income. Both the non-core and Capital position are breakeven which is in line with the financial planning.

Performance against the NHS Golden Jubilee’s efficiency savings target of £4.044m notes that £2.044m has been identified with £0.850m being recurring and £1.194m being non-recurring. Work is ongoing to identify structured key projects to drive efficiencies forward for the remaining £2m.

Progress has been made on confirming funding from the Scottish Government to support the strategic and recovery plan ambitions.

It was highlighted that the re-alignment on income and expenditure budgetary adjustments are currently being actioned and this will be reported from the June 2021 Finance Report.

Karen Kelly referred to the overspend of staff administration costs and Elizabeth O’Brien advised that they are in the process to be realigned with budget amendments. It was highlighted that the structure and recruitment of staff roles have increased in both the Centre for Sustainable Delivery and NHS Scotland Academy.

Clarification was provided on the underspend of Property, Plan and Equipment (PPE) expenditure within the report as this not related to Personal Protective Equipment.

The Committee were assured of the financial position as at 31 May 2021 and approved the

Finance Report.

* 1. **NHS Golden Jubilee Remobilisation Plan (RMP)**

Carole Anderson advised that RMP3 has just been signed off by the Scottish Government. It was reported that NHS GJ Remobilisation Plan (RMP4) will be an opportunity to review and update on RMP3 with the requirement to review mid-year in September 2021 as part of the work for RMP4.

Templates are being developed and will be sent out to Health Boards’ in July, to list their current areas of focus, deliverables, indicators and risks. This will also include the Winter Plan and heat maps for the delivery on the progress of CfSD programme for Territorial Boards.

It was emphasised that RMP4 will be a ‘narrative light’ document and will underpin the mid-year reviews and enable transition towards longer term 1-3 year delivery plans. Annual Development Plans will be developed whilst working on the RMP4 and a draft version will be submitted to the SG by the end of January 2022.

It is proposed that RMP4 will be a new model for Operational Planning and will include a wide range of stakeholders. This will involve linking with Health and Social Care Strategies, Community Planning and NHS Scotland Performance and Evaluation Framework.

Stephen McAllister commented on the tight timelines and Carole Anderson advised that the Performance and Planning will realign priorities to ensure the draft RMP4 is submitted to the Scottish Government by end of September 2021.

The Committee noted the NHS Golden Jubilee Remobilisation Plan update.

**6.1 Hospital Expansion Programme Update**

June Rogers updated members on the Ophthalmology Centre and advised that a key focus has been to support the level of staff training required to accommodate the future workforce plan.

It was advised that the Stage 4 contract for the construction stage has now been signed by Principle Supply Chain Partner (PSCP) work programme and NHS Golden Jubilee.

It has been intimated that the supply of some building materials may be impacted due to the national shortage for certain items, this has been raised with the Healthcare Facilities Scotland (HFS) to understand the approach being taken nationally.

The Committee noted the Hospital Expansion Programme Update**.**

**6.2 Risk Register**

Laura Langan joined the meeting and advised the Committee of the proposed changes to include the two new risks that have been identified and previously discussed at the Gold and Silver Strategic Planning meetings.

The Committee reviewed and approved the proposed amendments to the Risk Register with two new risks identified i.e. National Reporting of CT (Cardiac) Data and the Site Masterplan.

**6.3 NHS Scotland Academy Business Case**

The Committee were informed that the full business case for the NHS Scotland Academy was approved at the end of May 2021.

The NHS Scotland Academy aims to provide a critical role in ensuring there is a skilled and sustainable workforce for health and care services in Scotland. Jann Gardner added that financial support for the next three years has been approved as part of the business case.

Anne Marie Cavanagh advised that recruitment is underway and associated funding has been released to build on the Academy’s Programme Team**.**

The Committee commented positively on the exciting times ahead for the NHS Scotland Academy and noted the update.

**7 Any Other Competent Business**

There was no other competent business to discuss.

**8 Issues for reporting to GJ Board**

Committee Members agreed the following items for inclusion in the FPC Board Update for the July 2021 Board Meeting:

* Operational Performance
* Financial Position as at 31 May 2021
* An update on the Recovery Plans (RMP 3 and RMP 4)
* Approval of the proposed amendments and two new risks identified for the Board risk register

**9 Date and Time of Next Meeting**

Monday 6 September 2021 at 1430-1600.