

**Minutes of the Finance and Performance Committee
27 April 2021 at 1pm
(Zoom).**

Present: Mrs Sue White, Non-executive Director (Chair of Committee)
Mrs Joanna Forster Adams, Chief Operating Officer
Mrs Dawn Hanwell, Chief Financial Officer and Deputy Chief Executive
Mr Cleveland Henry, Non-executive Director (agenda items 1 - 6, 8 & 9)
Mr Martin Wright, Non-executive Director

In attendance: Ms Rose Cooper, Corporate Governance Officer (Committee Secretariat)
Mr Bill Fawcett, Chief Information Officer (agenda items 8 & 9)
Mrs Cath Hill, Associate Director for Corporate Governance
Mrs Emma Polhill, Clinical Contracts Manager (agenda items 7, 10 & 11)

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21/034	<p>Welcome and Introduction</p> <p>Mrs White welcomed everyone to the meeting.</p>	
21/035	<p>Apologies for absence (agenda item 1)</p> <p>No apologies had been received from members. Apologies from attendees had been received from Mr David Brewin, Assistant Director of Finance.</p>	
21/036	<p>Members and attendees declaration of any conflict of interest in respect of any agenda items (agenda item 2)</p> <p>No declarations of interest were made.</p>	
21/037	<p>Quarterly Report from the Information Governance Group (agenda item 8)</p> <p>The Committee reviewed the quarter four report from the Information Governance Group (IGG) and was assured that, despite Covid-19 constraints, risks had been identified and mitigated. The Committee noted that work on the Data Security and Protection Toolkit audit had begun with a revised deadline of the end of June; and included within that was the pen test which would be addressed before the end of the audit. The Committee noted the positive results from the recent Clinical Coding Audit and passed on thanks to the Clinical Coder.</p> <p>The Committee agreed that in future the quarter four update from the IGG would be subsumed into the group's Annual Report, rather than be a separate paper, in order to avoid duplication. Ms Cooper would update the Committee's cycle of business to reflect this.</p> <p>The Committee also discussed the format of the quarterly reports and it was suggested that in future the Board subcommittee chairs' report template was used as the cover sheet which would enable members to receive high level assurance and also give the paper author a clear route</p>	RC

for escalating any matters of concern to the Committee. Ms Cooper would share the template with Mr Fawcett who would raise this with the paper author.

The Committee **received** and **noted** the assurance from the Information Governance Group.

21/038 Annual Report from the Information Governance Group (agenda item 9)

The Committee reviewed the Annual Report from the Information Governance Group for 2020-2021.

The Committee **received** and **noted** the assurance from the Information Governance Group.

21/039 Minutes of the meeting held on 23 March 2021 (agenda item 3)

The minutes of the meeting held on the 23 March 2021 were **accepted** as a true record.

21/040 Approval for the minutes of the meeting held on 23 March 2021 to be uploaded to the Trust's external website (agenda item 3.1)

The Committee **agreed** that the minutes of the meeting held on the 23 March 2021 were suitable to be uploaded to the Trust's external website.

21/041 Matters arising (agenda item 4)

There were no matters arising.

21/042 Briefing Paper - Memory Assessment Service (agenda item 4.1)

The Committee received a "deep dive" report from the Memory Assessment Service on plans to restore normal service following a six month closure due to Covid-19. The Committee understood that the closure and associated backlog could have a potentially negative affect on service users and carers because of delays in accessing medication and care planning. The challenges included a lack of expert workforce availability, and supply. The Committee noted that it was unlikely that the service would get close to achieving the target of 90% of referrals being seen within eight weeks until at least quarter three. Although this position was not good, in line with other services which had been adversely affected

by Covid-19, detailed plans were being drawn up for recovery. It was agreed that the Committee would review progress on this at its November 2021 meeting.

Mrs White asked about communication with the local authority to support carers where there had been long waits for the Memory Assessment Service. Mrs Forster Adams would check that provision had been made to alert the social services team to carers who may have been affected by waiting times.

JFA

The Committee thanked the team for compiling this report and **supported** the model of service delivery in the context of recovery and stabilisation.

21/043 Cumulative action log (agenda item 5)

The Committee **received** the cumulative action log and **noted** the updates provided. The Committee discussed action log number 177 and it was agreed that following the Board strategic discussion on reset and recovery later that week the Committee would agree how best to get assurance on progress with this programme of work.

**BF / JFA
/ DH**

21/044 Chief Financial Officer Report - Month 12 (agenda item 6)

The Committee reviewed the financial position at month 12, noting that subject to audit; the revenue outturn was 250k surplus against an original plan for £2.84m deficit. The Committee noted that over the next few months the finance team would be working to ascertain the Trust's underlying run rate, without Covid-19 expenditure, in preparation for a return to "new normal" business.

Mr Wright asked about the VAT recovery claim in respect of Red Kite View and Mrs Hanwell explained that this related to a potential zero VAT rating on capital investment based on the length of stay that the facility provided. The Committee noted that the team were currently working with VAT experts to make this claim.

Mr Wright referred to the capital expenditure analysis and noted that the Child and Adolescent Mental Health Service (CAMHS) unit spend had been split inside and outside of the Integrated Care System (ICS) envelope. Mrs Hanwell explained that this was a timing issue relating to the funding stream, and a safer way of managing the overall ICS envelope (as this was time limited).

The Committee **noted** the income and expenditure position at month 12, which was a favourable variance from plan of £3.09m. The Committee also **noted** that the Trust remained in an overall good financial position.

21/045

2021 – 2022 Operational Planning Process (agenda item 6.1)

The Committee noted the arrangements and timetables for operational planning in 2021/22 and understood that it was likely that the Trust would receive additional funding this financial year as part of the Mental Health Investment Standard and also Mental Health Covid-19 Recovery funding.

The Committee **noted** the 2021/22 operational planning process and timelines and **noted** the internal financial planning approach.

21/046

Board Assurance Framework (agenda item 7)

Mrs Hill presented the Board Assurance Framework, which was updated at the end of March 2021, for information and assurance. The Committee reviewed the aspects of the BAF which related to the work of this Committee and suggested the following amendments to reflect the current position.

The Committee agreed that for Strategic Risk 5 the contributory risk relating to limits on capital spending needed to be articulated more clearly to reflect the potential impact on PFI re-provision spending. The Committee also agreed that a contributory risk should be added to Strategic Risk 4 around Red Kite View revenue sustainability. Finally, the Committee agreed that a contributory risk should be added around the number of provider collaboratives being established in the West Yorkshire and Humber, Coast and Vale regions and the associated financial governance and risk sharing agreements. Mrs Hanwell and Mrs Hill to agree under which Strategic Risk this should sit.

DH / CHi

DH / CHi

DH / CHi

The Committee **reviewed** the risks detailed in the Assurance Framework and **suggested** new risks and which would be incorporated into the next version.

21/047

Annual Report of the Finance and Performance Committee (agenda item 10)

The Committee reviewed the Annual Report of this Committee and was assured that it was an accurate account of the business over the last year and reflected that it had met its Terms of Reference.

The Committee **reviewed** and **approved** the Annual Report pertaining to the work of the Committee in 2020/21 before it was submitted to the Board of Directors, subject to a few minor changes from Mrs White.

21/048

Review of the Finance and Performance Committee Terms of Reference (agenda item 11)

The Committee reviewed the Terms of Reference for this Committee to

ensure that it still met the needs of the group. Mrs Forster Adams referred to the Schedule of Deputies in Appendix 1 and requested that the title of her deputy was amended to: Deputy Chief Operating Officer. The Committee agreed to leave the Director of Organisational Development and Workforce on the list of members of the Committee with the note that attendance at meetings would be dependent on the agenda items being discussed.

The Committee **approved** the Terms of Reference for the Finance and Performance Committee.

21/049 Any item that needs to be escalated to the Board of Directors or referred to another Board subcommittee (agenda item 12)

The Committee **agreed** the items to be included in the Chair's Report to the public Board of Directors' Meeting on the 20 May 2021.

21/050 Any issues for discussion at joint meetings with other Board subcommittees (agenda item 12.1)

There were no additional items suggested for future joint meetings but the Committee noted that the date of the next joint meeting was 9 November 2021.

21/051 Any other business (agenda item 13)

There were no items of any other business.