

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST****MINUTES OF A FINANCE AND INVESTMENT COMMITTEE (FIC) MEETING, HELD VIRTUALLY ON  
FRIDAY 30 SEPTEMBER 2022 AT 1PM VIA MICROSOFT TEAMS****Voting Members Present:**

Mr S Harris – FIC Non-Executive Director Chair  
 Mr S Barton – Deputy Chief Executive  
 Ms L Hooper – Chief Financial Officer  
 Mr J Melbourne – Chief Operating Officer  
 Mr B Patel – Non-Executive Director  
 Mr M Williams – Non-Executive Director

**In Attendance:**

Ms E Barbrook – Head of Contracts (Estates and Facilities) (for Minute 120/22/1)  
 Mr A Carruthers – Chief Information Officer  
 Ms B Cassidy – Director of Corporate and Legal Affairs  
 Ms K Ceeday – Associate Director of People Services (for Minute 120/22/2)  
 Ms G Collins-Punter – Associate Non-Executive Director (up to and including Minute 127/22/5)  
 Miss M Durbridge – Director of Quality Transformation and Efficiency Improvement  
 Ms L Gale – Reconfiguration Head of Finance (for Minute 120/22/3)  
 Ms H Hendley – LLR Director of Planned Care (for Minute 120/22/3)  
 Mr J MacDonald – Trust Chairman (up to and including Minute 127/22/1)  
 Mr R Manton – Head of Risk Assurance  
 Mr T Roost – Category Specialist (for Minute 120/22/1)  
 Mr J Sandbach – Capital Projects Manager (for Minute 120/22/3)  
 Mr J Shuter – Director of Operational Finance  
 Mr M Simpson – Interim Director of Estates and Facilities  
 Mr J Stewart – PwC (for Minute 120/22/3)  
 Ms H Stokes – Corporate and Committee Services Manager  
 Ms C Teeney – Chief People Officer (for Minute 120/22/2)  
 Mr J Worrall – Associate Non-Executive Director

		<b><u>ACTION</u></b>
	<b><u>RECOMMENDED ITEMS</u></b>	
<b>120/22</b>	<b>ITEMS FOR APPROVAL</b>	
	<b><u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.</b>	
<b>121/22</b>	<b>REPORT FROM THE DIRECTOR OF OPERATIONAL FINANCE</b>	
	<b><u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.</b>	
	<b><u>RESOLVED ITEMS</u></b>	
<b>122/22</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Mr A Furlong Medical Director.	
<b>123/22</b>	<b>DECLARATIONS OF INTERESTS</b>	
	Mr S Harris FIC Non-Executive Director Chair and Mr J Shuter Director of Operational Finance declared their respective roles as Director, and Finance Director and Company Secretary of Trust Group Holdings Ltd. As these declarations were judged by the Committee to be non-prejudicial interests, they remained present at the meeting.	

	<b>Resolved – that the declarations of interests be noted.</b>	
124/22	<b>MINUTES</b>	
	<b>Resolved – that the Minutes of the 25 August 2022 FIC meeting be confirmed as a correct record.</b>	
125/22	<b>MATTERS ARISING LOG AND WIDER CONTEXTUAL COMMENTS</b>	
	<p>Paper B set out the position of actions from previous FIC meetings. Following an update from the Director of Quality Transformation Efficiency and Improvement on her discussions with the Chief People Officer re: wider staff engagement on the money saving ideas forum relaunch (including the role of the monthly CMG/Corporate transformation meetings), FIC agreed that action 17/22 from 24 February 2022 could be closed.</p> <p>At the start of the meeting, the Trust Chairman noted the national financial context (including inflationary pressures), and reiterated the continuing need for the Trust to robustly scrutinise all funding requests and assure itself robustly of the need for, and value-for-money aspects of, those requests. It was agreed to bring a report back to FIC summarising the commitments agreed for 2022/23 to date, and identifying their position in relation to the original budget plan.</p>	<b>CFO</b>
	<p><b>Resolved – that (A) any updates provided at this meeting be reflected in the next iteration of the action log and taken forward by the appropriate lead, and</b></p> <p><b>(B) a report be presented to FIC summarising the funding/investment commitments agreed for 2022/23 to date, and identifying their position in relation to the original budget plan.</b></p>	<p><b>Named leads</b></p> <p><b>CFO</b></p>
126/22	<b>ICS FINANCE UPDATE</b>	
	FIC noted that this item was covered in the discussions at Minute 127/22/1 below.	
	<b>Resolved – that the position be noted.</b>	
127/22	<b>IN-YEAR REPORTING</b>	
127/22/1	<u>2022/23 Month 5 Financial Position</u>	
	<p>FIC noted the month 5 position for 2022/23, which was a deficit of £4.3m (£1.5m favourable to plan) due primarily to lower than planned elective recovery spend and over-achievement on the Trust's Cost Improvement Programme (CIP). Intensive work was underway with Clinical Management Groups to better understand their forecasts and risks, with the aim of identifying actions to reduce the potential emerging risk within the 'likely case' scenario. In response to a query from the FIC Non-Executive Director Chair, the Chief Financial Officer advised that the pay analysis within the report showed the current 'likely' case. FIC noted the need to remain within original budget assumptions. In reviewing the month 5 report, the FIC Non-Executive Director Chair remarked on the reduction in creditors, and also took assurance from the Chief Financial Officer's comments re: the e-financials system. FIC also received an update from the Chief Financial Officer re: the system-wide financial plan, noting the challenges posed and the need for the Trust to deliver (through an appropriate roadmap, which was in place) on the variables within its control. The FIC Non-Executive Director Chair advised that he would highlight the 2022/23 month 5 financial position to the Trust Board for information.</p>	
	<b>Resolved – that the 2022/23 month 5 finance report be noted.</b>	

127/22/2	<u>2022/23 Capital Plan Month 5 Update</u>	
	As per paper G, year-to-date capital expenditure at month 5 was £15m, representing an underspend of £6.5m for the reasons detailed in the report. As requested at the August 2022 FIC, the capital plan update also set out a risk range assessment and provided a list of potential contingency schemes in the event of further national capital becoming available (noting the need for an appropriately flexible and responsive approach on the part of the Trust). The Interim Director of Estates and Facilities highlighted the need for non-estates schemes to appropriately factor in any required estates enabling works and their timescales – this point was emphasised by FIC, who reiterated the need for scheme leaders to have a clear, holistic understanding of all requirements for their schemes. The Director of Operational Finance agreed to clarify the issue of enabling works for medical equipment capital schemes with the Interim Director of Estates and Facilities outside the meeting. The FIC Non-Executive Director Chair advised that he would highlight the 2022/23 month 5 capital position to the Trust Board for information.	DOF
	<b>Resolved – that contact be made with the Interim Director of Estates and Facilities outside the meeting, to clarify the enabling works required for medical equipment capital schemes.</b>	DOF
127/22/3	<u>Transformation and Cost Improvement Programme (CIP) Update</u>	
	The Director of Quality Transformation Efficiency and Improvement highlighted the continued good position in month 5 re: CIP delivery (ahead of plan, at £13.5m). The position was not without risk, however, and the Transformation Team continued to work closely with any off-track Clinical Management Groups. Wider system-level schemes, productivity, and the medium term financial plan work were also key areas of focus for the Transformation Team. FIC noted, however, that there was less detail available on the £5m stretch schemes, and the FIC Non-Executive Director Chair voiced concern at the 'stretch target' which was as yet not identified. Recognising this point, the Director of Quality Transformation Efficiency and Improvement provided assurance that the Transformation Team continued to focus on working with CMGs and Corporate Directorates to identify appropriate schemes, and she noted her confidence that the 2022/23 CIP target would be achieved, albeit not with the recurrent/non-recurrent split level originally targeted.	
	<b>Resolved – that the position be noted.</b>	
127/22/4	<u>Roadmap to Financial Sustainability/Exiting the Recovery Support Programme (RSP)</u>	
	FIC was advised of good progress on the roadmap actions at paper I, noting the significant level of supporting detail underpinning that headline RAG rated update. A further meeting on exiting the Recovery Support Programme was scheduled for 11 November 2022 with NHSE/I, and the Chief Financial Officer briefed FIC on a helpful preparatory meeting held with NHSE/I on 29 September 2022.	
	<b>Resolved – that the position be noted.</b>	
127/22/5	<u>EPR Update</u>	
	<b>Resolved – that this item be deferred to the October 2022 FIC.</b>	CIO
128/22	<b>PLANNING</b>	
128/22/1	<u>Report from the Chief Financial Officer</u>	
	<b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b>	

129/22	<b>BOARD ASSURANCE FRAMEWORK</b>	
	As a standing item, FIC reviewed the updated iteration of the 2022/23 BAF risks within its remit (paper L), noting the updates since the previous meeting and considering whether assurance had been gained during this meeting. The FIC Non-Executive Director Chair reiterated the need for the BAF to be a living, breathing document, and he considered that it would be helpful to refer to it at the start of each FIC meeting.	
	<b>Resolved</b> – that the position be noted.	
130/22	<b>ITEMS FOR NOTING</b>	
	<b>Resolved</b> – that the following items be noted at papers M1 and M2 respectively: (1) Executive Finance and Performance Board actions from 23 August 2022 and agenda from 27 September 2022.	
131/22	<b>ANY OTHER BUSINESS</b>	
	There were no items of any other business.	
132/22	<b>IDENTIFICATION OF ANY KEY ISSUES FOR THE TRUST BOARD</b>	
	<b>Resolved</b> – that (A) the item in confidential Minutes 120/22 and 121/22 be recommended to the next private Trust Board for approval, and  (B) the discussions in Minutes 127/22/1 and 127/22/2 be highlighted to the Trust Board for information.	FIC NED CHAIR  FIC NED CHAIR
133/22	<b>DATE OF NEXT MEETING</b>	
	<b>Resolved</b> – that the next meeting of the Finance and Investment Committee be held virtually on Thursday 27 October 2022 from 9am to 11.15am via Microsoft teams.	

The meeting closed at 3.15pm.

Helen Stokes **Corporate and Committee Services Manager**

### **FIC Attendance Record 2022/23**

Voting Members:

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
S Harris	8	7	88	J Melbourne	7	6	86
S Barton (from 1 July 2022)	3	3	100	R Mitchell (including until 30 June 2022)	4	3	75
A Furlong	7	4	57	B Patel	8	7	88
L Hooper	8	7	88	M Williams	8	8	100

**Regular Non-Voting Members/Attendees:**

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
S Barton (until 30 June 2022)	1	1	100	M Durbridge	7	7	100
A Carruthers	4	4	100	J Shuter	8	8	100
B Cassidy	8	7	88	M Simpson	4	3	75
G Collins-Punter	4	3	75	J Worrall	8	8	100