

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF A FINANCE AND INVESTMENT COMMITTEE (FIC) MEETING, HELD VIRTUALLY ON THURSDAY 31 MARCH 2022 AT 9AM VIA MICROSOFT TEAMS**

**Voting Members Present:**

Mr M Williams – FIC Non-Executive Director Acting Chair  
 Ms L Hooper – Chief Financial Officer  
 Mr J Melbourne – Chief Operating Officer  
 Mr R Mitchell – Chief Executive  
 Mr B Patel – Non-Executive Director

**In Attendance:**

Mr A Carruthers – Chief Information Officer (for Minute 31/22/1)  
 Ms B Cassidy – Director of Corporate and Legal Affairs  
 Miss M Durbridge – Director of Quality Transformation and Efficiency Improvement  
 Mr J Shuter – Director of Operational Finance  
 Ms H Stokes – Corporate and Committee Services Manager  
 Ms P Vaughan – Deputy Chief Operating Officer (for Minutes 26/22 and 33/22/3 inclusive)  
 Mr J Worrall – Associate Non-Executive Director

		<b><u>ACTION</u></b>
	<b><u>RECOMMENDED ITEMS</u></b>	
<b>26/22</b>	<b>REPORTS FROM THE CHIEF OPERATING OFFICER AND THE DIRECTOR OF QUALITY TRANSFORMATION AND EFFICIENCY</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>27/22</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Mr S Harris FIC Non-Executive Director Chair, Mr A Furlong Medical Director. Mr M Williams Non-Executive Director chaired this FIC meeting.	
<b>28/22</b>	<b>DECLARATIONS OF INTERESTS</b>	
	Mr J Shuter Director of Operational Finance declared his role as Finance Director and Company Secretary of Trust Group Holdings Ltd. As this declaration was judged by the Committee to be a non-prejudicial interest, he remained present at the meeting.	
	<b><u>Resolved</u> – that the declarations of interests be noted.</b>	
<b>29/22</b>	<b>MINUTES</b>	
	<b><u>Resolved</u> – that the Minutes of the 24 February 2022 Finance and Investment Committee be confirmed as a correct record, subject to the addition of Mr J Worrall Associate Non-Executive Director as having been present at the meeting.</b>	
<b>30/22</b>	<b>MATTERS ARISING LOG</b>	
	Any updates now provided would be reflected in the next iteration of the action log.	
	<b><u>Resolved</u> – that the FIC matters arising log be noted, and any updates provided at this meeting be reflected in the next iteration.</b>	<b>Named leads</b>
<b>31/22</b>	<b>KEY ISSUES FOR DISCUSSION AND ASSURANCE</b>	

31/22/1	<u>Reports from the Chief Information Officer</u>	
	<b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b>	
31/22/2	<u>Report from the Director of Operational Finance</u>	
	<b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b>	
31/22/3	<u>Report from the Chief Operating Officer</u>	
	<b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b>	
<b>32/22</b>	<b>ICS FINANCE UPDATE</b>	
	FIC received and noted the month 10 ICS finance report, noting that the month 11 position had been discussed at the 30 March 2022 system finance meeting.	
	<b>Resolved – that the ICS finance report be received for information.</b>	
<b>33/22</b>	<b>IN-YEAR REPORTING</b>	
33/22/1	<u>2021/22 Month 11 Financial Position</u>	
	As detailed in paper F the Trust was reporting a month 11 deficit of £0.9m, which was a £2.4m favourable variance to forecast and was driven predominantly by additional other income. The year to date surplus as at month 11 was £6.2m - following the planned review of month 11 actuals and CMG forecasts, the full year forecast was now a £5.1m surplus, assuming £9.1m of System income to fund elective recovery and winter schemes. FIC was advised of the range of worst/likely/best case scenarios, and received assurance of the Director of Operational Finance's confidence in delivering the 'likely' forecast case outlined above. The Trust's cash position remained strong, as per previous months. The FIC Non-Executive Director Acting Chair advised that the report was for noting.	
	<b>Resolved – that the 2021/22 month 11 finance report be noted.</b>	
33/22/2	<u>2021/22 Capital Plan Month 11 Update and Capital Investment Update</u>	
	As per paper G, actual year to date capital expenditure was £47.3m as at month 11, representing a variance to forecast of £3.6m. Circa £30m remained to be spent by year end, and the Director of Operational Finance provided assurance that delivery of the capital plan continued to be very closely monitored with the capital subgroup chairs. Those subgroup chairs were confident of programme delivery, but a small risk remained nonetheless. The FIC Non-Executive Director Acting Chair noted that delivery as outlined in paper G would be a significant achievement, and he also reiterated his previous comments on the need for improved granular reporting against capital plan milestones in 2022/23. In response, the Chief Financial Officer acknowledged the scope for continued improvement on granular reporting and the Director of Operational Finance advised that some further capital appointments had now been confirmed.	
	<b>Resolved – that the 2021/22 capital plan updates be noted.</b>	
33/22/3	<u>Transformation and Cost Improvement Programme (CIP)</u>	
	Paper H provided assurance to FIC that in respect of the 2021/22 CIP position, efficiency targets had been delivered and the forecast £16m cash-releasing savings element had been exceeded. As previously noted, the recurrent/non-recurrent split continued to need improvement. 2022/23 CIP planning was well underway, and work continued to validate the schemes and thus ensure that the Trust's CIP plan was realistic and credible. Two potential 2022/23 plans were presented to FIC for review, and members supported pursuing option A	

	<p>which was felt to be the more credible and deliverable plan, recognising that efforts would also be made to maximise any further CIP opportunities. FIC was advised that £5.5m of cash-releasing schemes had already been identified for 2022/23, in addition to the productivity efficiencies also already identified. Work continued to fully align with system assumptions. The FIC Non-Executive Director Acting Chair queried whether option A was already reflected in the draft financial plan for 2022/23, and (in response to a query from Mr J Worrall Associate Non-Executive Director) the Chief Financial Officer advised that no system or CCG queries had been raised on option A to date.</p>	
	<p><b>Resolved – that further detail on the 2022/23 CIP plan be provided to the next FIC (and Executive Finance and Performance Board).</b></p>	
33/22/4	<p>Report from the Chief Financial Officer</p>	
	<p><b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b></p>	
33/22/5	<p>Assurance Roadmap to Sustained Financial Improvement (Exiting the Recovery Support Programme)</p>	
	<p>The roadmap for exiting the Recovery Support Programme was presented for assurance, detailing progress on the required actions. The FIC Non-Executive Director Acting Chair requested that a dashboard showing the key delivery themes be presented to FIC in April 2022. It was also agreed that the ICS finance group should receive broad updates on UHL's progress towards exiting the Recovery Support Programme. FIC took assurance from the process outlined in the report.</p>	<p><b>DQTEI</b> <b>DQTEI</b></p>
	<p><b>Resolved – that (A) a dashboard showing the key delivery themes be presented to the April 2022 FIC, and</b></p>	<b>DQTEI</b>
	<p><b>(B) appropriate progress updates be provided to the ICS finance group.</b></p>	<b>DQTEI</b>
33/22/6	<p>Report from the Chief Financial Officer</p>	
	<p><b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b></p>	
<b>34/22</b>	<p><b>PLANNING</b></p>	
34/22/1	<p>Process for Development of a Medium Term Financial Plan (MTFP)</p>	
	<p>Reporting verbally, the Chief Financial Officer advised that good progress had been made with NHSE/I on the requirements of the first stage of MTFP (2022/23), which would then be modelled forward over the next 3-year and 5-year periods. The Chief Financial Officer was working very closely with her system counterpart, noting the Autumn 2022 target date for a Trust and a system MTFP (subject to further national guidance). UHL's transformation team also held a tracker looking at high-level opportunities over the MTFP period.</p>	
	<p><b>Resolved – that the position be noted.</b></p>	
34/22/2	<p>Report from the Chief Financial Officer</p>	
	<p><b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b></p>	
34/22/3	<p>Report from the Chief Financial Officer</p>	
	<p><b>Resolved – that this Minute be classed as confidential and taken in private accordingly.</b></p>	
<b>35/22</b>	<p><b>ITEMS FOR NOTING</b></p>	
35/22/1	<p>Executive Finance and Performance Board (EFPB)</p>	

	<b>Resolved</b> – that the 22 February 2022 EFPB actions and the 29 March 2022 EFPB agenda be noted as per papers N1 and N2.	
<b>36/22</b>	<b>ANY OTHER BUSINESS</b>	
	There were no items of any other business.	
<b>37/22</b>	<b>IDENTIFICATION OF ANY KEY ISSUES FOR THE TRUST BOARD</b>	
	<b>Resolved</b> – that (A) the items in confidential Minute 26/22 be recommended to the next private Trust Board for approval, and  (B) the discussions in confidential Minutes 32/22/1, 34/22/2 and 34/22/3 be highlighted to the Trust Board for information.	FIC NED CHAIR  FIC NED CHAIR
<b>38/22</b>	<b>DATE OF NEXT MEETING</b>	
	<b>Resolved</b> – that the next meeting of the Finance and Investment Committee be held virtually on Thursday 28 April 2022, from 9am to 11.15am via Microsoft teams.	

The meeting closed at 10.45am

Helen Stokes Corporate and Committee Services Manager

**FIC Attendance Record 2021/22**

Voting Members:

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
S Harris (Chair from 1.2.22)	3	2	67	S Lazarus	7	6	86
A Johnson (Chair until 31.1.22)	10	9	90	J Melbourne (from 31.1.22)	2	2	100
R Brown (until 3.10.21)	3	3	100	D Mitchell (until 30.1.22)	10	7	70
I Crowe	3	3	100	R Mitchell (from 4.10.21)	5	5	100
A Furlong	9	3	33	B Patel	12	12	100
L Hooper	3	3	100	M Williams	12	11	92

Non-Voting Members/Attendees:

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
M Durbridge	11	10	91	I Orrell (until 31.12.21)	9	9	100
K Gillatt (until 31.1.22)	10	9	90	J Shuter	12	11	92
A Haynes	7	6	86	J Worrall	2	2	100