



## Committee/Group 'Triple A' Chair's Report

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|-------------------------|-----------------------|-------------------|-------------|
| Name of Committee/Group | Performance Committee | Reporting to:     | Trust Board |
| Date of the meeting:    | 17 June 2019          | Parent Committee: | Trust Board |
| Chair:                  | David Teale           | Quorate (Y/N)     | Y           |

| Agenda Item:  | RAG | Key Points   | Actions Required   | Action Lead                                 | Expected Date for Completion  |
|---|-----|--|--|---|---|
| TCC – Financial Report (including Contingency Fund) |     | <p>The report was not available due to the reliance on one key member of staff to provide the information.</p> <p>The Committee noted that submission of late papers was an issue for a number of meetings and requested a review of the process.</p>  | <p>TCC Financial Report to be issued following the meeting to Committee members and attendees.</p> <p>Additional staff to be identified with TCC/PropCare to provide information.</p> <p>Preparation of the 2020 Cycle of Business will review process.</p> <p>Executive Directors to ensure respective staff deliver against timescales.</p>  | <p>JA</p> <p>JA/PC</p> <p>AW</p> <p>EDs</p> | <p>28 June 19</p> <p>22 July 19</p> <p>31 Aug 19</p> <p>Ongoing</p> |
| Finance Report - Month 2                            |     | <p>NHSI Strategic Outcomes Framework overall CCC Trust rating reduced to '2' due to Agency spend being above cap. The majority of spend relates to clinical and medical oncologists.</p> <p>Due to costs incurred in month 2, the Agency rating has worsened to a '4' (highest NHSI risk). As a result, there is a risk that NHSI will set an overall rating of '3' for the Trust.</p> | <p>Directorate performance reviews in June focused on agency and locum spend and future recruitment plans. A review across the Directorates is underway and scheduled for further analysis at the July performance reviews and Finance Committee.</p> <p>Following the review, a detailed report will be presented to the Performance Committee, to include anticipated forecast for year-end.</p> | <p>JSp/JA</p> <p>JSp/JA</p>                 | <p>31 July 19</p> <p>17 Sept 19</p>                                 |

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|---|-----|--|--|------------------------|---|
| PropCare – Reporting of Estates         |     | <p>This was the first PropCare Performance Report presented to the Committee following approval of the new governance structure.</p> <p>CCC-Wirral Site - A number of Hard FM services provided by Wirral University Hospital Trust (WUTH) reported as 'non-compliant' against the WUTH Maintenance SLA, including some statutory requirements. Until PropCare have visibility of documentary evidence to demonstrate compliance, non-compliance will be reported.</p> | <p>The level of compliance is steadily improving and full compliance is expected by October 2019.</p> <p>As a result of the move to Liverpool, a review of services is underway with WUTH to enable any revised specifications to be agreed.</p> <p>A review of the wider rationalisation of the Wirral site is in progress. This is in its early stages and proposals will be presented through the governance structure in due course.</p> | <p>PC</p> <p>PC/FJ</p> | <p>Ongoing</p> <p>Sept 19 (provisional)</p> |
| PropCare – Reporting of Estates         |     | <p>CCC-Aintree – Although a number of services reported non-compliant, weekly and monthly site visits are providing assurance that work has been completed. However, until documentary evidence is provided, non-compliance will continue to be reported.</p>  | <p>PropCare meeting with Aintree colleagues in June to address the lack of documentation provided.</p>   | <p>PC</p>              | <p>Ongoing</p>                              |
| Integrated Performance Report – Month 2 |     | <p>Existing process and system for the collation, analysis and validation of performance data is not fit for purpose, resulting in significant manual effort to deliver. This is causing delays in the preparation of the report and receipt of accurate data.</p> <p>The Haemato-Oncology department has particular difficulties as their data is contained within the Royal Liverpool Hospital system and was not separated as part of the original transition.</p>  | <p>A number of developments are in progress, including a re-build of the data warehouse, a new Head of Business Intelligence in post from 24 June 2019 and a Data Management Group established within the new governance structure.</p> <p>Process improvements are expected to start delivering from September/October 2019.</p>  | <p>SB/JSp</p>          | <p>Autumn 19</p>                            |
| Finance Report - Month 2                |     | <p>Financial risks are being reviewed and re-assessed to align to the overall Trust framework. This is work in progress and expected to be completed in Quarter 2.</p>   | <p>Work is underway to review financial risks and work will be completed following revision to the Board Assurance Framework presented to the July Trust Board.</p>  | <p>JT</p>              | <p>17 Sept 19</p>                           |

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|---|--------|--|--|--------------|------------------------------|
| Finance Report - Month 2                            | Yellow | The CIP Programme is behind target and currently £427,000 remains unidentified.  | Since submission of the Finance Report, performance reviews with each of the Directorates have identified further savings and the amount remaining is now considered to be significantly less.<br><br>Month 3 report will include an update. | JSp/JA       | 22 July 19                   |
| PropCare – Reporting of Estates                     | Yellow | A legionella risk assessment was conducted at the Aintree site in March 2019, with one area rated as moderate risk, with the remaining areas low risk.<br><br>A review of the Trust's supply chain and supporting processes and procedures has been initiated following reports regarding Listeria outbreaks at a number of hospitals. | A number of recommendations are being implemented.<br><br>Review will complete by 21 June 2019.  | PC<br><br>PC | TBC<br><br>21 June 19        |
| Performance Committee Risk Register                 | Yellow | A number of helpful updates were provided at the meeting in relation to the management of performance risks, providing assurance that appropriate mitigation is in place. However, the Committee noted that the information shared was not contained with the risk register documentation.   | Overall risk management processes are being reviewed. A revised approach will be presented to the Audit Committee and Trust Board in July 2019.  | LB/AW        | 17 July 19                   |
| Finance Committee Chairs Report (May and June 2019) | Yellow | The 12 June 2019 Finance Committee was reported as not quorate. The Committee discussed quoracy challenges at other meetings but noted that this was not preventing meetings taking place.   | This is being monitored and will be escalated to Executive Directors if required.  | AW           | Ongoing                      |
| Finance Report - Month 2                            | Green  | Trust is on plan and overall surplus is above the NHSI control total by £193,000.  | N/A  |              |                              |
| Terms of Reference                                  | Green  | Revised final draft ToR presented to the Committee. The Committee approved, subject to minor amendments.   | All Board Committee ToRs to be presented for approval at June Trust Board.   | AW           | 26 June 19                   |
| Business Cycle                                      | Green  | The 2019/20 Performance Committee core business cycle was approved, subject to inclusion of bi-annual reviews of the Corporate Strategy and Business Plan.   | Minor amendments required.   | AW           | 30 June 19                   |

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|  | <b>ALERT</b> the Committee on areas of non-compliance or matters that need addressing urgently   |
|  | <b>ADVISE</b> the Committee on any on-going monitoring where an update has been provided to the sub-committee and any new developments that will need to be communicated or included in operational delivery |
|  | <b>ASSURE</b> the Committee on any areas of assurance that the Committee/Group has received  |

