

BOARD MEETING

17th February 2006

Agenda Item 2

Subject: [Minutes of Meeting – 17th February 2006](#)

Author: Julia Doyle, Corporate Business Manager

Date: **1st March 2006**

Action: For approval

**Minutes of the Meeting of the SSP Board
held on 17th February 2006 at 2pm in
The Chair's Boardroom, The Wilson Hospital, Mitcham.**

Present: Godfrey Allen - SSP Chair (GA)
Di Caulfeild-Stoker – Director of Services, Wandsworth PCT (DCS)
Rebecca Chandler – IM&T/Facilities/PHI Director, Sutton & Merton PCT (RC)
Richard Lester – Dep. Director of Finance, Croydon PCT (RL)
Tony Griffiths – Deputy COO & Director of Services, Support Services Partnership (TG)
Grace Bishop – Director of Operations, Support Services Partnership (GB)

Minutes: Julia Doyle, Corporate Business Manager, Support Services Partnership

ACTION

1. Apologies for Absence

Paul Larsen – Kingston PCT
Ian Maxwell – Richmond & Twickenham PCT
Stephen O'Brien – Croydon PCT
Ghazwa Alwani-Starr – Support Services Partnership

GA stated that to facilitate RC needing to leave at 2.45pm it would be necessary to change the order of the agenda to discuss Decision items while quorate. Therefore Agenda Item 3 would be moved down to Item 7.

2. Minutes of previous meeting and matters arising

TG suggested one change on top of page five, under Telephones, change "would lead" to "could lead". Minutes were then agreed as accurate record of the meeting and signed by Chair.

Statement of Chair's actions from the December SSP Board meeting was tabled for agreement by the Board. GA went through individual items for agreement. All were agreed. The approved document was signed by the Chair. GB handed round revised Governance & Terms of Reference for information as per Chair's actions.

3. Chief Operating Officer Update

TG updated the previously circulated paper as follows:

Office Moves – TG stated that staff would be moving from Orchard Hill site in March (inclusive of Transport workshop) and that staff from QMH site would be moved by 16th May 2006.

New Work – TG highlighted that SSP are having further discussions with Kingston PCT re Estate management.

QMH – TG stated that there was 80% Trust / Catalyst confidence in opening new hospital on time.

Main Trust side risk is Flu / Accidents.

Main Catalyst risks are commissioning of M&E / PACs.

4. Declaration of Interests

GA highlighted that this was now a standard agenda item and asked if anyone had any interests to declare at the meeting – Nil response by all.

5 Service Restructuring Update

TG tabled update paper for discussion.

TG stated that in light of current paper he would like to change the recommendation on the circulated board paper from “To Note the proposal” to “To support and agree the proposal”.

RC stated that she could not support this paper before speaking with her finance director.

TG checked if, as a minimum, Board members were willing to support the post of Head of Contracting as it impacts on the QMH project and would be working on Wandsworth PCT projects. RC agreed that Head of Contracting post would be acceptable. All agreed.

TG

DCS stated that there would be people who may be losing posts through SHA/PCT changes and that it would be appropriate for the post to be advertised for this group of ‘at risk’ people. This was agreed

TG

TG asked for discussion on the options for sharing non-recurrent restructuring costs and realising savings from the restructuring:

1. Defaulting to Risk Sharing Agreement where all partners contribute equally to costs. He stated that he did not think that Croydon / Kingston / Richmond & Twickenham would support this. This was confirmed
2. That costs would be allocated in proportion to savings which seemed a fairer option.
3. Would require Wandsworth PCT to broker over 2 years – following discussions with Wandsworth PCT, TG had ruled out this option.

TG asked if there were something that could be done around Option 2.

GB stated that it would have to be cost neutral over the first year. This would mean no savings during 2006/07 but then recurrent from 2007/08.

RC stated that Sutton & Merton PCT could not accept any cost pressures in 2006/07. DCS and RL agreed same for Wandsworth PCT and Croydon PCT.

It was agreed that TG would work on appropriate level of detail to satisfy PCTs in line with recommendations in the paper which would be, in principle, a fairer and more acceptable way to ensure the level of costs borne reflects the level of income and long term saving.

TG

GB confirmed they would look at additional cost savings so that restructure would be cost neutral.

GB

RL confirmed cost neutral or better would be expected by Croydon PCT.

6. Budget & SLA proposals 2006/07

GB stated that budget proposals were issued to PCTs at the beginning of February. GB highlighted areas of particular concern as Agenda for Change incremental drift costs and Energy price increases. GB stated that Month 9 position forecasts breakeven. However due to processing problems experienced with SBS a final position is currently uncertain.

Meetings have been set up to discuss SLAs with all partners.

RC stated that budget setting final iteration would go to the Sutton & Merton PCT Management Team end of February and any idea of cost pressures should be made known now if possible.

TG stated that Annex 4 showed cost pressures for Sutton & Merton PCT.

DCS asked what SSP were doing to reduce energy costs. TG stated that SSP were using admin resources to free up more skilled people to negotiate with utility providers such as EDF to prevent possible higher costs per unit.

GB stated that issuing flyers etc to highlight ways for all staff to save energy would be a quick way to promote ways to save energy.

GB/TG

RC stated that her main area of concern on this was People with Learning Disabilities Services and that she would be writing to them re ways to be more energy efficient.

RC

GA asked members if there were any particular issues which would prevent sign-up to SLAs.

GB stated that all PCTs have deficits and require as much efficiency savings as possible. However the issue would be balancing costs against standards. RC stated that this along with organisations going through restructuring would impact on PCTs signing any SLAs.

DCS stated that she needs to have a discussion with Tony Leonard re SLA and issues that came up.

DCS

GB asked if board members would agree suggested recommendations. All stated that would agree the first two points only and agree to discuss the second two.

7. Review of 2005/06 Business Plan

GB stated that the Board were asked to review and note the actions required on the objectives that are amber.

TG noted that it was good to see no red lights against objectives. He also highlighted that in another paper it is proposed to have a large OD programme for next financial year which would ensure delivery for the objectives showing Amber.

GB confirmed that SSP would also be working on Integration of our

objectives with PCTs ADPs / LDPs / Pan London work on shared services etc. to ensure supporting delivery of PCT objectives.
DCS confirmed that it was good to note no red issues but the important thing was to have action plans for Amber items. She asked when Board would receive next update.

GB confirmed a full year review would take place in April and would be brought to the next Board in June. **GB**

8. **Strategy and Planning 2006/07**

GB stated that the draft Business Plan issued is a starting point and wanted the Board to agree Aims/Vision, Strategic Objectives and Medium / Short term objectives.

TG stated that Aims, Vision and Strategic Priorities had not changed significantly from last year. He stated it would be a little too early to change that and perhaps would start to evolve from end of calendar year following the completion of the restructuring.

RC said she would look at and return comments next week. She highlighted that in her opinion Practice Based Commissioning would have a significant impact on the SSP Business Plan for next year and that SSP would need to be building their relationships with the commissioners. **RC**

GB stated that SSP would be following the same planning timetable as the PCTs.

TG showed a business objectives matrix which was intended to enable SSP to provide balanced objectives throughout the year. When the matrix is completely populated it would be used as a controlling plan.

Further comments were required of the Board by mid March. DCS said she would issue to the Provider Service meeting members for their comments. She also stated that she would be appointing an Associate Director who would then be the liaison on KPIs and Planning for Wandsworth PCT Provider Services. **DCS**

RC left the meeting.

9. **SSP Update Report**

TG presented the SSP Update paper which contained updates from Services Directorate.

QMH PFI – as previously stated 80% confidence on both sides. TG stated that it was worth highlighting that because of the financial controls in place, this had caused problems with long hours from project team and provider services team alike.

DCS agreed that her team had mentioned to her the increase in workload.

Putney – It was approved by Putney Board that RKW write the business

	ACTION
Case. It also highlighted that Wandsworth PCT need to write an Estate Strategy. TG/DCS to take forward.	TG/DCS
Kingston PCT – Currently writing PID for the development of Surbiton. SSP have taken on an “at risk” consultant and funding from underspend on Head of Major Capital Project’s post.	
Richmond & Twickenham PCT – In the recent PEAT scores the SSP scored 5 out of 5 in nearly all the services we provide at Teddington Memorial Hospital. TG stated that he was aware that work needs to be done to increase cleaning standards in Sutton & Merton and Wandsworth.	TG
Security – A model of Safer working was piloted in Wandsworth. DCS confirmed that she would put to the staff to make a decision on whether to implement or not.	DCS
QMH – Security service has been approved for Phase II but at a lower level than recommended to the PCT. It will be brought to the land sales meeting next week.	TG
10. Any Other Business	
GB stated that she had attended a meeting to discuss Shared Services workstream for Pan London.	
10.1 4 SHAs were in attendance discussing current position and where to go in terms of future. All SHAs are at different stages and leaving decision making process to Chief Executives of each sector.	
A Pan London Procurement Hub is being developed to take forward procurement review Supplies across the sector.	
North West London have been looking at what areas can be developed in a shared service and are using PRINCE2 methodology.	
South West London have sent out templates to the Trusts for their comments and will discuss at meeting on 6 th March 2006.	
Only conclusive Pan London service decision made was to negotiate with Xansa for Payments and Payroll across London to make savings.	
10.2 DCS mentioned that she had now received and read through the January performance report and was concerned about the levels of sickness and turnover and wanted to know what actions were been taking to address these issues.	
GB stated that SSP had begun managing sickness proactively including return to work plans for longer term sickness.	
Roger Beard was also monitoring Monday / Friday sickness on short term sickness absence. This information gets reported to Senior Management Team on a regular basis. GB stated that she thought there would be an increase in this quarter due to flu.	

ACTION

DCS asked if people were doing Exit Interviews. TG stated that as these were Optional a number of people had refused to have the exit interviews.

GB stated she would take all initiatives on board.

GB

DCS stated that she had enjoyed the report.

11. Date of Next Meeting

Wednesday 21st June 2006, 3pm – 5pm, The Chairman’s Boardroom, The Wilson

Approved as a correct record:

Signed:
Chair

Date: