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**Meeting of the**

**RR/App 24(ii)/2023**

(Agenda item: 28(d))

**Finance and Investment Committee**

**Wednesday 10 May 2023**

 **09:00 – 11:55**

**Microsoft Teams virtual meeting**

Apologies to susan.wall@oxfordhealth.nhs.uk

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Start time | Allocated time (mins) |
| 1. Apologies for Absence,[[1]](#footnote-2) and quoracy check
 | CMH | 09:00 |  |
| 1. Minutes of Meeting held on 21 March 2023 FIC and Matters Arising (paper – FIC 27(i)-(iii)/2023) – *to note*
 | CMH |  | 5 |
| **Financial Management** |  |  |  |
| 1. Review of current financial performance:
 |  |  |  |
| * 1. Financial report (paper – FIC 28(i)-(ii)/2023) *– to note*
* *Finance Report supporting papers: working capital & cashflow; and Oxford Pharmacy Store ( to highlight key points and note) see* ***Reading Room/Appendix*** ***(papers – RR/App 06(i)-(vi)/2023)***
 | HeS/PM | 09:05 | 60 |
| * 1. Annual planning process FY23/24 (includes budget setting) (paper – FIC 29(i)-(iii)/2023) *– to note*
 | AB/HeS/PM |  |  |
| **Productivity and Innovation** |  |  |  |
| 1. Agency Management update (paper – FIC 30/2023) *– to note*
 | ME/MC/ PM | 10:05 | 10 |
| **Capital Investment**  |  |  |  |
| 1. Capital Programme – review of FY23 progress and FY24 plan
 |  |  |  |
| * 1. FY23 Capital Programme and spend against budget (paper – FIC 31/2023) – *to note*
* *Supporting information: Capital Programme Sub-Committee minutes (to note) see* ***Reading Room/Appendix (******papers – RR/App 07/2023***
 | HeS | 10:15 -10:25 | 10 |
| ***Break 10:25 – 10:35 (10 minutes)*** |  |  |  |
| * 1. Capital Plan FY24 (and IMT plan) (paper – FIC 32(i)-(iii)/2023 ) – *to note*
 | CD/AC/ HeS | 10:35 | 15 |
| * 1. Frontline Digitisation Business Case (paper - FIC 33(i)-(ii)/2023) *– to note*
 | AC/HeS | 10:50 | 10 |
| * 1. Jordan Hill update (paper – FIC 34(i)-(ii)/2023) – *to note*
 | WH/CD/HeS | 11:00 | 10 |
| 1. Development of Warneford Park Business Case (paper - FIC 35(i)-(ii)/2023) *– to note*
* *Supporting information: Warneford Park Internal Board minutes (to note)* ***Reading Room/Appendix (papers – RR/App 08(i)-(ix)/2023)***
 | SC/HeS | 11:10 | 10 |
| **Information Governance, Financial Governance & Other Matters** |
| 1. Information Management Group (IMG) – to include ICO audit update (paper - FIC 36/2023) *– to note*
 | KR | 11:20 | 10 |
| 1. Thames Valley Prisons Integrated Mental Health Service Partnership Contract (paper - FIC 37(i)-(ii)/2023) *– to note*
 | JD/GM | 11:30 | 10 |
| 1. Operational and Strategic Risks: Trust Risk Register (TRR) and Board Assurance Framework (BAF)
* *To consider assessment of FIC attributed risks and note for Finance, Procurement, Estates, IM&T and OPS for any changes and note. For supporting detail, see* ***Reading Room/Appendix (papers – RR/App 09(i)-(iii)/2023)***
 | HS/KR | 11:40 | 10 |
| 1. Any Other Business: *to include matters referred to FIC from Audit Committee*
 | CMH | 11:50 |  |
| 1. Brief reflections on today’s meeting
 | CMH |  |  |
| **Meeting Close** |  | 11:55 |  |

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|  |  |  |
| Date of next meeting: 04 July 2023 09:00 -12:00 via Microsoft Teams virtual meeting |

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| **READING ROOM/APPENDIX**- supporting reports to be taken as read and noted - |
|  |
| 1. Finance Report supporting papers: working capital & cashflow; and Oxford Pharmacy Store (papers – RR/App 06(i)-(iv)/2023)
 |
| 1. FY23 Capital Programme and spend against budget supporting papers: Capital Programme Sub-Committee minutes 14 March 2023 (to note)  (papers – RR/App 07/2023)
 |
| 1. Warneford Park Internal Board Minutes: 05 July 2022; 07 September 2022; 05 October 2022; 02 November 2022; 07 December 2022; 12 January 2023; 01 February 2023; 08 March 2023; and 05 April 2023 (paper – RR/App 08(i)-(ix)/2023)
 |
| 1. Operational and Strategic Risks: Trust Risk Register (TRR) and Board Assurance Framework (BAF) (paper – RR/App 09(i)-(iii)/2023)
 |

**FIC Attendance 2022-23**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Members** | **May 2022** | **July 2022** | **Sept 2022** | **Nov****2022** | **Jan** **2023** | **Mar 2023** |  |
| *Committee members – counted in the quorum* |
| Chris Hurst  |  | ü | ü | ü | ü | ü |  |
| Amélie Bages |  *n/a* | *x* | *x* | ü | ü | x |  |
| Grant Macdonald | ü | ü | ü | ü | ü | x |  |
| Mike McEnaney  |  | ü | *n/a* | n/a | *n/a* | n/a |  |
| Philip Rutnam |  *x* | ü | ü | ü | ü | ü |  |
| Heather Smith |  *n/a* | ü | ü | ü | ü | ü |  |
| Martyn Ward | ü | ü | ü | ü | ü | n/a |  |
| **Regular Attendees** |
| Nick Broughton | ü | x | x | ü | ü | x |  |
| Peter Milliken | ü | ü | ü | ü | ü | ü |  |
| Kerry Rogers |  | ü | ü | ü | ü | ü |  |
| Hannah Smith | *x* | ü | ü | ü | ü | ü |  |
| David Walker |  | ü | ü | ü | ü | ü |  |
| Susan Wall(minutes) |  | ü | ü | ü | ü | ü |  |

**FIC – overview plan for 2023 – 2024**

|  |  |
| --- | --- |
| Key: | *ü* on agenda |
|  | x item planned  |
|  | x deferred |

| **Item** | **Owner(s) or function** | **Q1** **May 2023** | **Q2****July****2023** | **Q2** **Sept 2023** | **Q3** **Nov 2023** | **Q4** **Jan 2024** | **Q4****March****2024** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FINANCIAL MANAGEMENT – Review of the current financial performance** |
| Financial Report *(to include most recent FY Month reporting)**(see below areas included)*  | Heather Smith | ü | x | x | x | x | x |
| Financial Report RR: |  |  |  |  |  |  |  |
| * Working capital, including cash flow *(update on latest position and outlook)*
 | Michael Williams/Peter Milliken/Heather Smith | ü | x | x | x | x | x |
| * OPS performance report
 | Mark Byrne/Heather Smith | ü | x | x | x | x | x |
| Annual Planning & Budget setting *( rolling update to plan each meeting in Financial Report)* | Peter Milliken/Heather Smith/Amelie Bages | ü |  |  |  | x | x |
| **PRODUCTIVITY & INNOVATION** |
| Agency Management update | Matt Edwards/Marie CroftsPeter Milliken/Heather Smith | ü | x | x | x | x | x |
| Cost Improvement Programmes/ Product Improvement Programmes (CIPs/PIPs)  | Laura Carter/Debbie Cakmak/Amelie Bages | x | x | x | x | x | x |
| **CAPITAL INVESTMENT (Including IM&T)**  |
| FY Capital Programme (Plan) and YTD spend against budget *(financial update - Estates, IT & transformational projects)*  | Michael Williams/Heather Smith | ü | x | x | x | x | x |
| Capital Programme RR: |  |  |  |  |  |  |  |
| * Estates Projects update
 | Claire Dalley/Heather Smith | *(included in Finance Report & FY24 Plan)* | x | x | x | x | x |
| * Capital Programme Sub-Committee minutes
 | Maureen Collins/Heather Smith | ü | x | x | x | x | x |
| Psychiatric Intensive Care Unit (PICU) | Heather Smith | x | x | x | x | x | x |
| Development of Warneford Park Business Case | Claire Dalley/Heather Smith | ü | x | x | x | x | x |
| Estates Planning  | Heather Smith | x |  |  | x |  |  |
| Capital Programme Board annual report | Claire Dalley/Heather Smith |  | x |  |  |  |  |
| **INFORMATION GOVERNANCE & FINANCIAL GOVERNANCE**  |
| IMG – Information Management Group  | Maureen Collins/Mark Underwood/Kerry Rogers | ü | x | x | x | x | x |
| IM&T update | Alison Corfield/Will Harper/Heather Smith | ü | x | x | x | x | x |
| Strategic Procurement Update | Peter Milliken/Heather Smith | x | x |  | x | x |  |
| Single Action Tender Waiver (SATW) (*end of quarter and included in procurement)* | Darren Lewis/Amanda Crawford/Peter Milliken/Heather Smith | x | x |  | x | x |  |
| Digital Strategy | Heather Smith | x or | x |  |  |  |  |
| Review of National Reference Costs | Paul Vincent/Heather Smith |  |  | x | x |  |  |
| Operational and Strategic Risks: Trust Risk Register (TRR) and Board Assurance Framework (BAF)  | Brian Aveyard/Hannah Smith/Neil McLaughlin/Kerry Rogers | ü | x | x | x | x | x |
| **GOVERNANCE**  |
| Minutes of the FIC  | Corporate Governance Office/ Kerry Rogers | ü | x | x | x | x | x |
| FIC annual report | Corporate Governance Officer / Kerry Rogers | x | x |  |  |  |  |
| Inquests and Claims (Legal) annual report | Neil McLaughlin/Kerry Rogers |  |  | x  |  |  |  |
| **POLICIES**  |
| Treasury Management Policy | Michael Williams/Heather Smith |  | x |  |  |  |  |
| Treasury Management annual report | Michael Williams/Heather Smith |  | x |  |  |  |  |
| Procurement Policy | Peter Milliken/Heather Smith |  |  | x |  |  |  |
| Investment Policy  | Peter Milliken/Heather Smith |  |  |  | x  |  |  |
| Budgetary Control Policy | Peter Milliken/Heather Smith |  | x |  |  |  |  |
| Acquisition & Disposal Policy for Land & Property  | Heather Smith |  | x |  |  |  |  |
| Standing Financial Instructions | Peter Milliken/Heather Smith |  |  | x |  |  |  |
| **OTHER ITEMS** |
| Prison update | Jude Deacon/Grant Macdonald | ü |  |  |  |  |  |
| Capital Projects planning improvement document | Claire Dalley/Heather Smith | x | x |  |  |  |  |
| Capital Plan FY24 | Claire Dalley/Heather Smith | ü |  |  |  |  |  |
| Jordan Hill | Wayne Heal/Claire Dalley/Heather Smith | ü |  |  |  |  |  |
| Frontline Digitisation Business Case | Alison Corfield/Heather Smith | ü |  |  |  |  |  |

1. *The quorum for the committee is three members to include at least two non-executive directors (which could include the Chair of the Trust) and at least one executive director to be the Chief Finance Officer or nominated Deputy.*

Apologies: [↑](#footnote-ref-2)