



Cover Sheet

Trust Board Meeting in Public: Wednesday 19 January 2022

TB2022.10

Title: Trust Management Executive Report

Status: For Information

History: Regular reporting

Board Lead: Chief Executive Officer

Author: Neil Scotchmer, Head of Corporate Governance

Confidential: No

Key Purpose: Assurance

Executive Summary

1. The Trust Management Executive [TME] has been constituted by the Trust Board and is the executive decision-making committee of the Trust. As such, it provides a regular report to the Board on the main issues raised and discussed at its meetings.
2. Under its terms of reference, TME is responsible for providing the Board with assurance concerning all aspects of setting and delivering the strategic direction for the Trust, including associated clinical strategies; and to assure the Board that, where there are risks and issues that may jeopardise the Trust's ability to deliver its objectives, these are being managed in a controlled way through the Trust Management Executive Committee. This regular report provided aims to contribute to the fulfilment of that purpose.

Recommendations

The Trust Board is asked to:

- **note** the regular report to the Board from TME's meetings held on 11 November, 25 November and 9 December 2021.

Trust Management Executive Report

1. Purpose

- 1.1. The Trust Management Executive [TME] has been constituted by the Trust Board and is the executive decision-making committee of the Trust. As such, it provides a regular report to the Board on the main issues raised and discussed at its meetings.

2. Background

- 2.1. Since the preparation of its last report to the Trust Board, the Trust Management Executive [TME] has met on the following dates:
 - 11 November 2021
 - 25 November 2021
 - 9 December 2021

3. Key decisions

- 3.1. The following policies were approved:
 - Work Experience Policy
 - Extended Interim Agile Working Policy
 - Extended Interim Death in Service Policy
 - Updated Value Based Appraisal Policy
- 3.2. TME received an update on the Katharine Hospice estates and supported planned expenditure to improve it.
- 3.3. TME agreed that the funded level of paediatric Clinical Oncologist time remained the same to ensure local access for new, follow up and late effects care.
- 3.4. TME approved proposed JR2 moves sequence and revenue expenditure for project management time and removal company costs to facilitate the moves.
- 3.5. TME approved the proposed International Nurse Recruitment Plan.
- 3.6. TME approved the recruitment of additional Inflammatory Bowel Disease (IBD) nurses.
- 3.7. TME discussed a proposal for the restructuring and expansion of OUH's Infection Prevention and Control Service (IPC) prior to further consideration by the Investment Committee.

- 3.8. TME approved the appointment of an additional Consultant in Cardiology with a specialist interest in Inherited Cardiac Conditions (ICCs) with support from a pathway coordinator.
- 3.9. TME approved the proposed approach to deliver Oxford University Hospital Foundation Trust Clinical Strategy Programme.
- 3.10. TME approved the New Generation Appointment Scheduling proposal to replace existing administrative booking processes with digital patient driven booking.
- 3.11. TME approved the recommendation to move the Pain and Outpatient Services from CAPPRO Directorate to the Psychological Medicine Directorate.

4. Other activity undertaken by TME

- 4.1. **Opening referrals:** TME was informed about plans to re-open referrals to the Trust for Oral Maxillo-Facial Services (OMFS), cataract treatments within Ophthalmology and Ear Nose Throat (ENT) services.
- 4.2. **Critical Care Building:** The TME was kept regularly updated regarding progress with the construction of the new Critical Care Building and the anticipated completion date.
- 4.3. **Other Capital Schemes:** The TME continued to receive updates on a range of capital schemes across the Trust.
- 4.4. **Financial Performance Review:** The TME continued to receive financial performance updates.
- 4.5. **Divisional Performance Reviews:** TME received a summary of Divisional Performance Reviews that documented themes and issues presented by divisions and scrutinised by members or representatives of the Executive Team.
- 4.6. **Workforce:** TME received and discussed monthly updates of the key KPIs regarding HR metrics.
- 4.7. **Annual Reports:** TME received the Mental Health Act in Oxford University Hospitals 2020/21 Annual report and the Emergency Preparedness, Resilience and Response (EPRR) – 2021 Annual Assurance Audit.

Key risks

- 4.1. **Risks associated with Covid-19:** TME have continued to maintain oversight of key risks related to Covid-19 response and recovery.
- 4.2. **Risks associated with workforce:** TME maintained continued oversight on ensuring provision of staff to ensure productivity across the Trust.

- 4.3. **Risks associated with the financial performance:** TME continued to recognise the risks and opportunities to deliver at pace the changes required to maintain the financial position. TME are maintaining close oversight of capital prioritisation.

Future Business

- 4.4. The **Core Skills Implementation Plan** would be monitored and evaluated by TME.
- 4.5. The updated **Counter Fraud Policy** aligned with the new Disciplinary Procedure would come to a future meeting of the TME.
- 4.6. TME would receive and consider the 2022/23 Annual Plan.

5. Recommendations

- 5.1. The Trust Board is asked to:
- **note** the regular report to the Board from TME's meetings held on 11 November, 25 November and 9 December 2021.