Oxford University Hospitals
NHS Foundation Trust

Cover Sheet

Trust Board Meeting in Public: 09 March 2022

TB2022.031

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 27 January, 10 February, and 24 February 2022.

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:

- 27 January 2022
- 10 February 2022
- 24 February 2022

3. Key Decisions

3.1. The following policies were **approved**:

- Values-Based Appraisal Window Policy.
- Vaccination as a Condition of Deployment Policy – This was subsequently withdrawn due to a national pause for consultation.

3.2. The following policies were **recommended to the Trust Board:**

- Pay on Appointment and Pay Progression Policy.
- Elective Access Policy (BOB).
- Quality Impact Assessment Policy.
- Duty Manager and Duty Director On-Call Framework.

3.3. TME received an update on the Virtual Staff Briefings and supported the proposal for further improvement and development.

3.4. TME supported the Digital Roadmap workplan and bid pipeline.

3.5. Approval was given by TME for the purchase of additional Office 365 licences.

3.6. TME commissioned the formation of an OUH Hip Fracture Working Group (HFWG) and agreed to provide Executive sponsorship of the OUH HFWG through engagement with the Chief Medical Officer.

3.7.   The Summary of 22/23 Planning Guidance was noted by TME, and an agreement was made for the proposed timetable for the planning process.

3.8.   TME approved the implementation of the Endoscopy Training Academy Hub at the OUH.

3.9.   TME noted the month 9 (December) Procurement Month-End Outlook Report.

3.10. TME considered the Counter Fraud Framework and recommended the policy to the Audit Committee.

3.11. TME approved the appointment of a new Haemophilia Consultant.

4. Updates and Assurances

4.1.   TME received and noted the M9 and M10 Finance Updates and the M10 IPR Report.

4.2.   The Quarterly Health and Safety Report was shared with TME.

4.3.   Six-Monthly Freedom to Speak Up update was presented to TME.

4.4.   TME noted the Clinical Governance Committee Report for January 2022.

4.5.   TME received a briefing on R&D activity during the COVID-19 Pandemic.

4.6.   The Postgraduate Medical Education 2021-2022 report was received and noted by TME.

4.7.   OUH 2021 Maternity Survey Results were shared with TME.

4.8.   TME received the summary of Q3 Divisional Performance Reviews Update.

4.9.   The Clinical Strategy Programme was shared with TME.

4.10. TME also received the six-monthly Freedom to Speak Up (FtSU) report.

TME also received the following reports:

4.11. Business Planning Pipeline

4.12. Workforce Report

4.13. Elective Recovery Programme

4.14. Procurement Pipeline

5.   Other activity undertaken by TME

5.1.   **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.

5.2.   **Other Capital Schemes:** The TME continued to receive updates on a range of capital schemes across the Trust.

5.3.   **Financial Performance Review:** The TME continued to receive financial performance updates.

5.4.   **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.

5.5.   **Workforce:** TME received and discussed monthly updates of the key KPIs regarding HR metrics.

Key Risks

5.1.   **Risks associated with Covid-19:** TME have continued to maintain oversight of key risks related to Covid-19 response and recovery.

5.2.   **Risks associated with workforce:** TME maintained continued oversight on ensuring provision of staff to ensure productivity across the Trust.

5.3.   **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

5.1.   TME would receive and consider the **Four-Year Equality Objectives** at a future meeting of the TME.

5.2.   TME would continue to be updated on the development of the **22/23 Annual Plan**.

5.3.   TME would continue to be updated on the Freedom to Speak Up works six-monthly.

6.   Recommendations

6.1.   The Trust Board is asked to:

- **Note** the regular report to the Board from TME's meetings held on 27 January, 10 February, and 24 February 2022.