

Cover Sheet

Trust Board Meeting in Public: 13 July 2022

TB2022.066

Title: Trust Management Executive Report

Status: For Information

History: Regular reporting

Board Lead: Interim Chief Executive Officer

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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 26 May, 9 June and 30 June 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:
 - 26 May 2022
 - 9 June 2022
 - 30 June 2022

3. Key Decisions

- 3.1. The TME has approved the refurbishment of the Trust's Cath Labs and has been regularly updated on the associated schedule of work.
- 3.2. The temporary move of Neuro ICU into the new Oxford Critical Care Building was approved in order that a number of essential repairs and other works can be carried out which are not possible while the space is in clinical use.
- 3.3. TME approved a proposal to invest in the replacement and upgrade of Trust laptops and PCs over the next six months with an implementation plan to come to a future meeting.
- 3.4. TME approved a proposal to work with an external company to provide breast screening capacity as an interim measure, while longer-term measures are developed to ensure the service can sustainably meet national screening targets.
- 3.5. Approval was given by TME for the appointment of a substantive hand consultant.
- 3.6. TME approved a new Employee Relations SLA which was developed to provide clarity and set clear standards of delivery for formal processes in the Trust.
- 3.7. The terms of reference for corporate performance reviews were approved.

4. Other activity undertaken by TME

- 4.1. TME discussed the 2022-25 Digital Strategy prior to formal consideration by the Trust Board. An overview of the Digital Workplan for 2022-23 was also considered.
- 4.2. TME considered the final draft of the 2022-25 People Plan prior to formal consideration by the Trust Board.
- 4.3. TME heard that a Violence and Aggression Reduction Group had been formed, as a working sub-group of the Trust's Health and Safety Committee, to identify training needs. TME also supported a proposal to increase the number of security officers at the Horton General Hospital from one officer at all times to two officers at all times, providing a dual security and car parking role during daytime hours.
- 4.4. The R&D Governance Annual Report for 2021-22 was received by TME.
- 4.5. TME received the findings of the Internal Communications Survey.
- 4.6. TME reviewed the Freedom to Speak Up Annual Report and Emergency Preparedness, Resilience and Response Annual Report prior to presentation to the Board.

5. Regular Reporting

- 5.1. TME received the following regular reports:
 - Capital Schemes: The TME continues to receive updates on a range of capital schemes across the Trust.
 - Financial Performance Review: The TME continues to receive financial performance updates.
 - Divisional Performance Reviews: TME receives a summary of Divisional Performance Reviews that documents themes and issues presented by divisions and scrutinised by members or representatives of the Executive Team.
 - Workforce Performance Report: TME receives and discusses monthly updates of the key KPIs regarding HR metrics.
 - Integrated Improvement Programme Update: TME receives updates on this programme following its consideration by the Integrated Assurance Committee.
 - Business Planning Pipeline
 - Procurement Pipeline

6. Key Risks

- 6.1. **Risks associated with Covid-19:** TME have continued to maintain oversight of key risks related to Covid-19 response and recovery.
- 6.2. **Risks associated with workforce:** TME maintained continued oversight on ensuring provision of staff to ensure productivity across the Trust. The impact on staff of cost of living pressures was also recognised.
- 6.3. **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.

7. Recommendations

- 7.1. The Trust Board is asked to:
 - **Note** the regular report to the Board from TME's meetings held on 26 May, 9 June and 30 June 2022.