Trust Board Meeting: Wednesday 22 January 2014
TB2014.22

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<td>Status</td>
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<th>Board Lead(s)</th>
<th>Sir Jonathan Michael, Chief Executive</th>
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1. Introduction
The Trust Management Executive met on the following dates:

- 14 November 2013;
- 28 November 2013;
- 12 December 2013;
- 9 January 2014;

The main issues raised and discussed at the meetings are set out below.

2. Significant issues of interest to the Board

The following issues of interest have been highlighted for the Trust Board:

- Updates were provided on the further developments in the Standard Operating Procedure for the use of Emergency and Urgent bookable theatre lists at the John Radcliffe Hospital. Further collaborative work was being undertaken by all divisions to improve utilisation across all theatres and to deliver continuous improvement.

- A presentation was received on the Leadership Alliance for the Care of Dying People. To promote staff engagement, it was agreed that a “Listening into Action” event should be scheduled and the Trust would actively participate in the national consultation;

- Oversight was provided of the work being undertaken on the discharge process and revision of the Bed Management Policy. Results of a Pharmacy audit were to be referred to the Clinical Governance Committee, and a review of the timeliness of TTO availability was to be addressed through a Risk Summit;

- The Trust succeeded in winning the tender for Integrated Sexual Health Services;

- A focused overview was provided of the Trust's current status regarding the provision of appropriate nurse staffing levels, as a basis for giving assurance of the current activity and plans for sustaining and monitoring safe levels of staff;

- A feasibility study was presented which identified the need for investment in adult Intensive Care, High Dependency and theatre facilities on the John Radcliffe site. The investment required would pose a financial challenge, and an affordable Strategic Outline Case for investment would be developed;

- An outline business case was considered for the expansion of radiotherapy capacity at the Great Western Hospital, Swindon; noting the withdrawal of an outline business case for new Radiotherapy service at Milton Keynes, due to external factors;

- The Trust's operational and financial performance was monitored with specific focus on targets which were not being achieved for example diagnostic waiting times and specialty level 18 week referral
to treatment targets. The delivery of Cost Improvement Programmes was also considered, alongside the forecast of the year end position, aligning projections with the revised divisional structure, and detailing the approach to bridge the current gap on the 2013/14 CIP;

3. Key Risks Discussed

The TME discussed the following risks:

3.1. The TME agreed to include a risk on the Risk Register relating to TTO prescribing;

3.2. The forecast year-end financial position continues to be identified as a risk given the current over performance in activity and income.

4. Key decisions taken

The following key decisions were made by the TME:

4.1. Approved the Business Case for the appointment of two Consultant Oncoplastic Breast Surgeons (substantive replacement posts);

4.2. Approved the Business Case to invest in additional staffing capacity to enable the Radiology Service to apply for and secure Imaging Service Accreditation ["ISAS"];

4.3. Approved the updated Capital Programme for 2013/14, together with revised proposed allocations for 2014/15 and 2015/16;

5. Future Business

Areas on which the Committee will be focusing in the next three months include:

- CQC Inspection;
- Project Implementation Reviews;
- Staff and Patient Experience;
- Linking Pay Progression and Performance;
- Appropriate nurse staffing levels;

6. Recommendation

The Trust Board is asked to note the contents of this paper.

Sir Jonathan Michael
Chief Executive

January 2014