

**Trust Board Meeting: Wednesday 11 September 2013**

**TB2013.113**

<b>Title</b>	<b>Trust Management Executive</b>
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<b>Status</b>	For Approval
<b>History</b>	This is a regular report to the Board

<b>Board Lead(s)</b>	Sir Jonathan Michael, Chief Executive			
<b>Key purpose</b>	Strategy	<b>Assurance</b>	Policy	Performance

## 1. Introduction

- 1.1. The Trust Management Executive (TME) is a formal sub-committee of the Trust Board and meets on the second and fourth Thursdays of each month. Following a review of the reporting arrangements of the Trust Board's sub-committees the TME will now report to the Trust Board on the key business it has transacted, highlighting any decisions taken and any risks identified. The format of the report will mirror that for the other sub-committees.
- 1.2. This initial report will focus on the business transacted by the TME at its meetings on 8 and 22 August 2013.
- 1.3. This report is complemented by the Chief Executive's report which focuses on external issues affecting the Trust, and the monthly performance reports.

## 2. Significant issues of interest to the Board

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

- 2.1. The TME considered the Trust's financial performance as at the end of Month 3. Over performance against income and expenditure were noted, with the planned surplus achieved for the period. There were a number of risks associated with the achievement of the year end forecast and the TME discussed these risks and the proposed mitigations;
- 2.2. The TME reviewed the latest PLICS and Service Line Management data for the Trust and reviewed the financial position of the top 10 loss-making specialties;
- 2.3. The TME reviewed the plan to address the recommendations from the Deanery review of education and training in surgery for 2012/13. Linked to the review concerns had been raised by foundation year doctors about the availability of supervision. The division had responded promptly to the concerns raised and instigated immediate actions, including establishing a resident specialist registrar and increasing consultant presence.
- 2.4. The TME considered the actions required to address the recommendations from the Francis, Keogh and Berwick Reviews. The six domains of work have been mapped to the Trust Values, which in turn have been linked to the existing and proposed projects to address the recommendations. These areas of work will be further considered and drawn up into a final action plan.

## 3. Key Risks Discussed

The TME discussed the following risks:

- 3.1. The TME agreed to include a risk on the Corporate Risk Register relating to the quality and availability of medical records;
- 3.2. The forecast year-end financial position 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 Study Leave Policy and Procedure for Medical and Non-Medical Staff;
- 4.2. Approved the full business case for the establishment of a compliant Intestinal Failure Service at the OUH, subject to designation being achieved;
- 4.3. Supported the business case for the automation of the processes involved with inoculation, plating, incubating and reading culture plates within the Microbiology Department, and agreed that the business case could proceed to the Trust Board for consideration;
- 4.4. Approved the business case for the restructuring of the Upper Gastrointestinal Benign and Cancer Surgical Service (including appointment of one new and one replacement Oesophago-gastric consultants);
- 4.5. Approved the Elective Access Policy;
- 4.6. Approved a number of Human Resources policies including:
  - 4.6.1. Alcohol and Drug Misuse Guidelines;
  - 4.6.2. CRB Policy (DBS);
  - 4.6.3. Work Experience Procedure;
  - 4.6.4. Working Time Regulations Procedure;

#### 5. Future Business

The Committee will be focusing on the following areas in the next three months:

- Review of the TME sub-committees to ensure that the Terms of Reference are up to date and that all business areas are being covered;
- Overseeing the delivery of quality, operational and financial metrics;
- Overseeing the delivery of actions to address the Francis, Keogh and Berwick Reviews;

#### 6. Recommendation

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

**Sir Jonathan Michael**  
**Chief Executive**  
**August 2013**