

Trust Board Meeting in Public: Wednesday 14 July 2021

TB2021.51

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**Title:** Trust Management Executive Report

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**Status:** For Information

**History:** Regular reporting

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**Board Lead:** Chief Executive Officer

**Author:** Corporate Governance Manager

**Confidential:** No

**Key Purpose:** Assurance

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### **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 in May, June and July 2021; and
- **approve** the updated Disciplinary Procedure based on TME's recommendation.

## Trust Management Executive Report

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### 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:
  - 13 May 2021
  - 27 May 2021
  - 10 June 2021
  - 1 July 2021

### 3. Issues of interest to the Board

- 3.1. **Update on HR Policies:** In light of the COVID-19 pandemic, TME discussed and approved the extension of two interim workforce policies namely the Interim Homeworking Policy and the Interim Agile Working Policy. Both policies are essential as staff continue home and agile working.

### 4. Key decisions

- 4.1. TME supported the updated Smoke Free Policy and acknowledged the need to put in place support mechanisms for those with smoking addiction.
- 4.2. TME approved the appointment of a replacement Consultant in Paediatric Surgery.
- 4.3. TME supported the proposal for the Administration of Chimeric Antigen Receptor T Cell (CAR-T) Therapy in Oxford for patients with Haematological Malignancies.
- 4.4. TME approved the proposal to make a substantive appointment of a Consultant in Medical Ophthalmology.
- 4.5. TME agreed the establishment of the Psychological Medicine Directorate that will combine all psychology and psychiatric services into a centralised service and will ensure sustainability of the Trustwide

emergency service. The service will work collaboratively with Oxford Health NHS Foundation Trust and other partners within the health and social care system.

- 4.6. TME approved the proposal for urgent and immediate support to meet demand locally and nationally for COVID-19 associated thrombosis and COVID-19 vaccine-associated thrombosis and low blood count (thrombocytopenia) through a joint plan to support both needs with increased staffing across the next year.
- 4.7. TME supported the proposal to appoint an additional Stroke Consultant which will make a huge difference to patients and will enable the extension of the mechanical thrombectomy service to 8am to midnight on both weekdays and weekends. The post will also contribute to stroke rehabilitation in the Oxfordshire Stroke Rehabilitation Unit (OSRU) based at Abingdon Community Hospital.

## 5. Other activity undertaken by TME

- 5.1. **Health and Safety Annual Report:** TME noted that the Health and Safety Executive (HSE) had closed all outstanding actions recommended after HSE's inspection in January 2021 which was part of the COVID-19 national inspection programme of Health Trusts and healthcare bodies conducted to ensure worker safety and to build public confidence.
- 5.2. **Internal Audit:** TME discussed COVID-19 Cyber Audit & Information Security and Data Security and Protection assurance reports pending their submission to the Audit Committee held 30 June 2021.
- 5.3. **Financial Performance and Planning:** TME received regular reporting on the Trust's financial performance.
- 5.4. **Procurement Project Timeline:** The procurement project timeline report provided TME with a summary of procurement projects to help improve visibility of key dates and risks to TME members to support planning and coordination of interdependencies.
- 5.5. **Workforce Performance:** TME received the performance report on the key workforce performance indicators and metrics.
- 5.6. **Divisional Performance Reviews:** TME received the 'Summary of Divisional Performance Reviews' that documented the integrated themes and issues from the meeting Agenda presented by Divisions and scrutinised for assurance by members or representatives of the Executive Team.
- 5.7. **Capital Projects:** TME received its regular executive summary of all schemes on the capital programme.

- 5.8. **Clinical Governance Committee:** TME received updates from the Committee meetings providing assurance on the effectiveness of the Trust's clinical governance framework.
- 5.9. **Information Governance Annual Report:** TME was assured that the Trust was in a good position regarding information governance.

### Key risks

- 5.10. TME have maintained oversight of the **Board Assurance Framework (BAF) and Corporate Risk Register (CRR)** and through this process have reviewed the corporate risk and its interconnectivity with risks held in division, actions taken by the Trust and Divisions and assurances of the effectiveness of our controls.
- 5.11. **Risks associated with Covid-19:** TME have continued to maintain oversight of key risks related to Covid-19 response and recovery.
- 5.12. **Risks associated with workforce:** TME maintained continued oversight on ensuring provision of staff to ensure productivity across the Trust.
- 5.13. **Risks associated with planning for 2021/22 financial year:** TME discussions on the financial and performance environment in the new 2021/22 financial year considered risks in relation to meeting the requirements and deadlines of the new operational planning guidance whilst working closely with colleagues across the Buckinghamshire, Oxfordshire, and Berkshire West (BOB) Integrated Care System (ICS).
- 5.14. **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

- 5.15. Update the Counter Fraud Policy to align with the new Disciplinary Procedure.
- 5.16. To further embed the Trust Strategy, including further discussion on the development of the Commercial Strategy, the Clinical Strategy and proposals related to the Digital Strategy.
- 5.17. To maintain continued oversight of internal audit recommendations and to review any partial assurance reports prior to Audit Committee.
- 5.18. To bring the updated Maternity EPR Solution proposal to the Trust Board.

## 6. Recommendations

The Trust Board is asked to:

- 6.1. **note** the regular report to the Board from TME's meetings held in May, June and July 2021; and
- 6.2. **approve** the Disciplinary Procedure bases on TME's recommendation. (Summary in Annex 1)