Agenda item 17.5

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Committee Chair's Assurance Report

Report to:	Board of Directors (in Public)
Date of meeting:	1 December 2020
Title of Report:	Assurance Report from the Senior Leadership Team (SLT)
Recommendation:	For assurance
Chair:	Caroline Shaw, CEO
Purpose:	The report summarises the assurances received, approvals, recommendations and decisions made by the Trust's Senior Leadership Team at its meeting on 17 November 2020.
Background:	The Committee meets monthly and provides assurance on: The day-to-day operational management of an effective system of integrated governance, risk management and internal control across the whole organisation's activities, both clinical and non-clinical, which support the achievement of the organisation's vision, mission and objectives.
Items approved:	**Clinical Governance Executive Group Terms of Reference** SLT approved the Clinical Governance Executive Group Terms of Reference. **Business Planning 2021/22** Robust business planning is key to ensuring that the organisation has a clear plan for delivery in 21/22 which aligns with our Corporate Strategy. SLT received presentations from the Clinical Divisions and key Corporate areas including; HR, Finance, Estates & Facilities and Digital, on high level business plans for 2021/22. The Divisions/Services presented a SWOT analysis, service priorities, workforce priorities and investment priorities for 2021/22. Following the outcomes of SLT, further work will be done to confirm the next steps including how the agreed deliverables will be monitored.
Item for Escalation:	None raised
Items for Assurance:	**COVID-19 / Winter Planning / EU Exit preparations update** SLT noted that to implement Point of Care Testing (POCT), machines will be provided to the trust for asymptomatic and symptomatic testing. These will be based in ED, AMU, SAU and SDEC for asymptomatic testing and based in the laboratory for symptomatic

	patients. **Women & Children Chair's Assurance Report** • SLT noted concerns raised in relation to meeting the national requirements for Continuity of Carer. It was acknowledged that further work is required on a system-wide basis to be clear around the available funding to support this development. • SLT noted the request for Trust Wide uploading of blood gas results to WEBICE from machines across the Trust to ensure these results are readily available for incident investigations and potential medicolegal claims. The options for implementations are being explored. **Finance Update** SLT noted the financial position reported for month seven, following the end of the block income and top-up mechanism for COVID-19 related costs. SLT also noted the report detailing the submission of the financial plan for the remaining months of 2020/21 (months seven to twelve). **CIP Programme** SLT noted that the Trust is £276K adverse to plan year-to-date (at Month seven) and that the plan has been forecast to achieve the base case scenario of £4.4m. Delivery of medical recruitment and nursing workstream savings in-year will be critical to placing the Trust in a strong financial position heading into 2021/22, with a number of measures being strengthened to support this outcome. A robust forecast review will be undertaken at Month 8 led by the Director of Transformation and the Deputy Director of Finance.
Risks to refer to risk register:	None to refer in November 2020.
Other items of business of significance:	Digital and Estates & Facilities to provide a Chair's Assurance Report at future SLT meetings.
Other items of business:	• CEO update • Q2 Patient Safety Report • Chair's Assurance Report • Integrated Performance Report (October's Data) • SLT Effectiveness

Attendees

C Shaw - CEO
L Skaife-Knight – Deputy CEO
C Castleton – Director of HR
C Benham – Director of Finance
C West-Burnham – Director of Strategy
C O'Brien – Director of Patient Safety
P Tydeman – Director of Financial Recovery
F Swords – Medical Director
D Smith – Chief Operating Officer
S Jones – Deputy Chief Operating Officer
C Gibbens – Head of Nursing, Women & Children
K Jackman – General Manager, Women & Children
D McPartlin – Divisional Director, Women & Children
E Barker – Head of Nursing, Surgery
J Donovan – General Manager, Surgery
Hugh Warren – Divisional Director, Surgery
S Harvey – General Manager, Medicine
K McGuire - Head of Nursing, Medicine
N Redwood – Divisional Director, Medicine
N Berns – Divisional Director, Clinical Support Services
M Burney – General Manger, Clinical Support Services
N Hunter - Associate Director of Estates & Facilities
N Hall – Head of Digital
L Notley – Associate Director of Quality Improvement
R Andrews – Deputy Director of Finance

Attendees
O Hay – Business Manager
L Le Count – Executive Support Manager