

Meeting title:	Public Trust Board	Public Trust Board paper Q			
Date of the meeting:	12 October 2023				
Title:	Escalation Report: Reconfiguration and Transformation Committee 20 September 2023				
Report presented by:	Dr Andy Haynes MBE, RTC Non-Executive Director Chair				
Report written by:	Helen Stokes, Corporate and Committee Services Manager				
Action – this paper is for:	Decision/Approval		Assurance	x	Update
Where this report has been discussed previously	Not applicable				

To your knowledge, does the report provide assurance or mitigate any significant risks? If yes, please detail which
BAF risk 8 (IT infrastructure)

Impact assessment
N/A
Acronyms used: RTC – Reconfiguration and Transformation Committee; EPR – Electronic Patient Record

1. Purpose of the Report

1.1 To provide assurance to the Trust Board on the work of the Reconfiguration and Transformation Committee (RTC) and escalate any issues as required.

2. Recommendation

That the report be noted. There are no items requiring Trust Board approval from the 20 September 2023 RTC meeting.

3. Summary

RTC met on 20 September 2023. The meeting was quorate and considered the following reports.

Discussion Items

3.1 RTC updated terms of reference (draft)

RTC reviewed an updated draft of its terms of reference, noting that this was very much a ‘starter for ten’ to prompt further discussion. Having reviewed the draft, RTC requested that an updated iteration and accompanying workplan be presented to the next meeting (October 2023), reflecting further discussions needed on the membership and quorum, the reporting line for digital ‘business as usual’ elements, and on how best to report transformation (content and format).

RTC agreed to highlight the issue of transformation reporting to the public Trust Board for information.

3.2 EPR

Reflecting its digital transformation oversight role, RTC received an update on the Trust's EPR work programme, providing positive assurance on the scope, next steps, key milestones and risks associated with the next phase of the programme. Priority areas included supporting the move away from paper records, and the key organisational change programme required ahead of the 2024 PAS replacement, focusing therefore on widening engagement and communications, and ensuring clinical team ownership. Ways of working, workforce, and pace were all potential risk factors as identified in the update, and RTC noted the crucial role of appropriate clinical and digital leadership. The results of an external review of the EPR programme would be presented to the next RTC. Ms G Collins-Punter Associate Non-Executive Director welcomed the update provided and noted the importance of appropriate resourcing for key organisational and business change programmes such as this one. The Reconfiguration medical lead queried how to align 'standardisation' with an appropriate drive for 'optimisation'.

RTC also discussed the need to add PAS-related risks to the RTC-aligned BAF risk 8, and agreed to receive an updated version of that BAF risk at the next meeting for recommendation on to the Trust Board.

RTC recognised the key need for digital transformation to be aligned to all reconfiguration projects, and to be appropriately resourced; noting the benefits of a clear understanding of digital transformation resource needs.

3.3 Quality Improvement (QI) quarterly update

RTC received a quarterly update on the UHL QI programme, focusing particularly on QI Capability training and on individual improvement activities. RTC considered that the level of QI team resourcing (6 people) required review in light of the scope of the work involved, and noted that QI was being discussed further at the early October 2023 Executive Planning Meeting. RTC emphasised the need for the QI programme to be benefits-led, and to use an integrated approach aligned to key transformation objectives. RTC also requested clarity on the outcomes of previous externally-facilitated work on QI.

3.4 Board Assurance Framework – BAF risk 9

In the first such monthly report to RTC, members reviewed the BAF risks aligned to the remit of RTC, namely BAF risk 8: IT infrastructure unfit for the future (current risk rating 16; tolerable risk rating 12; target risk rating 9), and considered the controls and sources of assurance listed for that risk, and any gaps. As per paragraph 3.2 above, an updated iteration would be presented to the next RTC, reflecting additional PAS-related risk elements. In discussion, the RTC Non-Executive Director Chair noted the need for appropriate reflection of – and assurance on – any potential 'latent' risks.

Date of next meeting – 18 October 2023