

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF THE RECONFIGURATION AND TRANSFORMATION COMMITTEE (RTC)
MEETING HELD ON WEDNESDAY 24 AUGUST 2022 AT 12.05PM, VIRTUAL MEETING VIA
MICROSOFT TEAMS****Present:**

Dr A Haynes – Reconfiguration and Transformation Committee (RTC) Non-Executive Director Chair
 Mr S Barton – Deputy Chief Executive
 Mr A Furlong – Medical Director
 Mr B Patel – Non-Executive Director
 Prof T Robinson – Non-Executive Director
 Ms L Hooper – Chief Financial Officer
 Mr M Williams – Non-Executive Director
 Mr J Worrall – Associate Non-Executive Director

In Attendance:

Mr A Carruthers – Chief Information Officer
 Ms B Cassidy – Director of Corporate and Legal Affairs
 Ms G Collins-Punter – Associate Non-Executive Director
 Ms S Chaudhury – Reconfiguration PMO Manager
 Miss M Durbridge – Director of Quality Transformation and Efficient Improvement
 Mr J Jameson – Deputy Medical Director
 Mr S Pizzey – Head of Strategy and Planning
 Ms S Prema – CCG Executive Director of Strategy and Planning
 Ms H Stokes – Corporate and Committee Services Manager
 Ms S Taylor – Assistant Director of Operations (Planned Care) (on behalf of the Chief Operating Officer)
 Ms N Topham – Reconfiguration Programme Director

	<u>RECOMMENDED ITEMS</u>	ACTION
24/22	REPORT FROM THE DEPUTY CHIEF EXECUTIVE AND RECONFIGURATION PROGRAMME DIRECTOR	
	<u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.	
	<u>RESOLVED ITEMS</u>	
25/22	APOLOGIES	
	Apologies for absence were received from Ms E Casteleijn Deputy Director of Communications, Ms H Kotecha Healthwatch representative, Mr J Melbourne Chief Operating Officer, and Ms C Teeney Chief People Officer.	
26/22	DECLARATIONS OF INTERESTS	
	There were no declarations of interest.	
27/22	MINUTES	
	The Reconfiguration Programme Director clarified that she would be contacting other cohort 3 Trusts.	
	<u>Resolved</u> – that the Minutes of the 26 May 2022 Reconfiguration and Transformation Committee be confirmed as a correct record.	
28/22	MATTERS ARISING	

	Paper B detailed the position of any outstanding actions from previous RTC meetings. The RTC Non-Executive Director Chair noted the need to agree a date to receive a progress report on action 11/22/3 from 31 March 2022.	DCOO
	Resolved – that any updates now provided be reflected in the next iteration of the RTC action log.	NAMED LEADS
29/22	KEY ISSUES FOR DISCUSSION	
29/22/1	<u>Report from the Deputy Chief Executive and Reconfiguration Programme Director</u>	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
29/22/2	<u>Transformation Update</u>	
	<p>The Director of Quality Transformation Efficiency and Improvement briefed RTC verbally on the transformation programme, confirming that she would bring a detailed written report to the next meeting. Updates on the efficiency improvement/CIP and Quality Improvement work of the Transformation Team were routed through the Finance and Investment Committee and the Quality Committee respectively. In terms of its transformation work, the UHL Transformation Team was currently focusing on 3 strands:</p> <p>[i] working with clinical and corporate areas on the various individual transformation workstreams, to understand and optimise their transformation opportunities. Discussions were then fed back through the Trust's Operational Management Group. The Transformation Team reviewed benchmarking data for each specialty and developed a slide deck reviewed with those areas on a monthly basis, triangulating information from various sources including peer data, Model Hospital indicators, GIRFT findings etc</p> <p>[ii] regular and close working with System partners on wider transformation opportunities, and</p> <p>[iii] exploring opportunities for organisational transformation within UHL, linked to the reconfiguration programme and noting comments from the Chief Information Officer on the benefits of greater alignment with the digital transformation agenda.</p>	DQTEI
	<p>The RTC Non-Executive Director Chair invited views from Non-Executive Director colleagues, on their level of assurance regarding the measures in place to enable transformation. In response, Mr B Patel Non-Executive Director queried the likely landscape in 6 months' time, and noted his view that Executive colleagues needed to provide assurance on the appropriateness of the various transformation-enabling actions at the current time.</p> <p>Following discussion, although welcoming the good progress being made on transformation generally, the RTC Non-Executive Director Chair considered that there was scope for further work on reconfiguration transformation, including greater clarity on reporting of progress, and on how transformation would be delivered for the key elements (and their timelines) of the reconfiguration programme.</p>	
	Resolved – that a written progress update be provided to the next RTC, clarifying how transformation was being progressed and reported for the key elements of the reconfiguration programme (noting the timescales in the 2022/23 reconfiguration roadmap).	DQTEI
30/22	ITEMS FOR ASSURANCE	
30/22/1	<u>Report from the Deputy Medical Director</u>	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
30/22/2	<u>Report from the Reconfiguration Programme Director</u>	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	

30/22/3	Report from the Deputy Chief Executive	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
31/22	ANY OTHER BUSINESS	
	There was no other business.	
32/22	IDENTIFICATION OF ANY KEY ISSUES FOR THE ATTENTION OF THE TRUST BOARD	
	Resolved – that the item in confidential Minute 24/22 be recommended for Trust Board approval, and the items in confidential Minutes 29/22/1 and 30/22/2 above be highlighted to the next Trust Board for information.	RTC NED CHAIR
33/22	DATE OF THE NEXT MEETING	
	Resolved – that the next meeting of the Reconfiguration and Transformation Committee be held on Thursday 24 November 2022 from 11.30am (to be held virtually via MS Teams).	

The meeting closed at 1.32pm

Helen Stokes - Corporate and Committee Services Manager

Cumulative Record of Members' Attendance (2022-23 to date):-

Present

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
A Haynes (Chair)	2	2	100	B Patel	2	2	100
S Barton	2	2	100	T Robinson	2	2	100
G Collins-Punter	1	1	100	M Williams	2	2	100
A Furlong	2	1	50	J Worrall	2	2	100
L Hooper	2	1	50				

In attendance

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
A Carruthers	2	2	100	S Prema	2	1	50
M Durbridge	2	2	100	M Simpson	2	1	50
J Hammond	1	1	100	N Topham	2	2	100
H Kotecha	1	0	0	R Vyas	1	0	0
J Jameson	1	1	100				