

Highlight Report

Strength of Assurance	Colour to use in Assurance Level columns below:
Low	Red - there are significant gaps in assurance and/or not properly assured as to the adequacy of action plans/controls
Medium	Amber - there is reasonable level of assurance, but some issues identified to be addressed.
High	Green – there are no gaps in assurance and there are adequate action plans/controls

Agenda Item:	Assurance level:		Committee escalation:	ORR Risk Ref:
	Current Performance	Delivery plan/ Management process		
Attending:	Faisal Hussain, Josie Spencer, Sharon Murphy, Hari Subramaniam, Tanya Hibbert, Helen Thompson, Paul Sheldon, Sam Leak, Kate Dyer, Jean Knight, Alison Gilmour, Matt White, Gareth Jones, Chris Biddle for Cyber Security Report			
Apologies:	Alexander Carpenter, David Williams,			
Action Tracker	High	High	FPC received a high level of assurance that all actions were on track.	
Business Pipeline – Bids & Tenders	High	High	Discussion focused on the plans in place for TUPE of staff and timeline for the transition of the CHIS services to the new provider. A gap analysis was being carried out to identify what LPT currently provided that would not be transferred across to the new provider and to look at how that was mitigated.	64
Collaborative and Commissioning Committee	N/A	N/A	The highlight report from the meeting held on 24 May 2023 was presented. The only amber area to highlight related to IMPACT, financial risk and gain share. The financial impact for LPT was relatively low and there was not a huge risk but it could have an impact in the future.	N/A
LHIS Annual Report	High	High	FPC noted performance and quality had improved significantly over the past year. Assurance was received that plans were in place to mitigate two specific business risks; LHIS may not be able to respond fully to the new ICB demands for GP Access and the new GP IT Operating Framework; and workforce which in 2023 was particularly challenging.	83
Cyber Security Annual Report	High	High	The dynamic nature of cyber security threats was highlighted to the committee, the main threats currently included attacks from malicious actors from a wide range of countries, ransomware and advance attacks. Assurance was received on the measures in place provided by LHIS.	79
IM&T Committee	N/A	N/A	The highlight reports from the meetings held 28 April and 26 May 2023 were presented. The only concerns raised were around access to WiFi in some areas and the Brigid app, assurance was provided that action was being taken to resolve the issues.	83

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Improving Access Report	Medium	Medium	The operational directors provided an update on waiting times for their services and on how patients were kept safe whilst waiting for intervention. An overall assurance level of amber was agreed as there were measures and systems in place to track waits but there were factors such as backlog and increased number of referrals which were outside of LPT's control.	75, 91
Access Delivery Group	N/A	N/A	The highlight report from the meeting held on 1 June was presented for information, there were no specific issues to raise.	75, 91
Director of Finance Update	High	High	The accounts for 2022/23 had been signed off by the Trust's external auditors and would be submitted to NHSE by the 30 June deadline. Feedback from a meeting with the LLR ICS and NHSE to review the financial plan at month two of 2023/24 was received, As a system that was declaring a planned deficit position, it had been asked to put in additional financial controls. A high level of assurance was received as LPT was currently on track.	90
Finance Report – M2 2023/24	High	High	A summary of the key points of the finance report for month two was provided; <ul style="list-style-type: none"> • A number of areas were overspending, the biggest element was in estates services, a senior finance lead would be working with the Head of E&F to get to a break even position. • The risk around the Trust wide CIP schemes was noted, the level of unidentified CIP schemes stood at £3.5m. • Plans were in place to reduce the amount of agency spend. A high level of assurance was received as a break even position was being forecast at year end due to the recovery plan and enhanced controls in place.	90
Financial Viability of the Beacon	Medium	Medium	An update on the financial performance of the Beacon Unit was received, the report highlighted the challenges experienced since the unit opened in November 2020 particularly around recruitment and retention of staff and the acuity of the cohort of young people who were now being admitted, the unit was operating with a significant financial deficit. FPC supported plans for a review of the required regional bed base and workforce pathway across the provider collaborative geographical area. It agreed a medium level of assurance as there was a good understanding of the issues and a plan was in place.	90
Capital Management Committee	N/A	N/A	The highlight report from the meeting held 10 May 2023 was presented. The amber items related to changes to the plan for 2023/24 and strategic schemes. Five CQC/H&S capital schemes at c£0.5m that had previously been re-profiled into next year had been reinstated and the Acacia ward refurbishment scheme had been paused to fund this.	90
Board Performance Report M2 2023/24	Medium	Medium	The key areas of concern in terms of performance were the CAMHS Access, CAMHS 52 weeks, Community Paediatrics over 52 week waits, Memory Clinic and ADHD services, an improvement had been seen in the Adult Autistic Spectrum Disorder Service.	69
DSPT Annual Return to NHS	N/A	N/A	LPT planned to submit a 'standards met' toolkit submission for 30 June 2023 however, it was currently at 93.63% for the Data Security Training which was below the mandatory 95%	68

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Digital			compliance. The submission was supported by a substantial audit report from 360 Assurance.	
Data Privacy Group	N/A	N/A	The highlight reports from the meetings held on 18 April and 9 May 2023 were presented. The only issue to highlight was around the implementation of SNOMED codes at the point of care, a delivery group and oversight group were now in place to oversee this work.	68
Caldicott Guardian Annual Report	High	High	The annual update on the work of the Data Privacy Team who supported the Caldicott Guardian to fulfil his duties was presented, there were no specific issues to highlight.	68
Transformation and QI Delivery Group	N/A	N/A	The highlight reports from the meetings held on 11 April and 9 May 2023 were presented. All items were RAG rated green and there were no areas of concern to highlight.	72
CFO Strategic Estates Update	N/A	N/A	A PowerPoint presentation on the estates five year plan had been delivered to the Trust Board on 20 June 2023.	66
Local Security Management Annual Report	High	High	The quarter 4 report advised the committee of the work undertaken by the Security Management Advisor to facilitate and report compliance with the Annual Health and Safety Compliance Team work plan for the year April 2022 to March 2023. There were no specific areas of concern to highlight.	
EMEC Highlight Report	N/A	N/A	The reports from the meetings held on 9 April and 17 May 2023 were received for information. There was nothing specific to highlight.	66
Organisational Risk Register	High	High	FPC supported the closure of ORR 81 (<i>management of the Trust's 2022/23 financial position</i>) as ORR 90 had superseded it and ORR 69 (<i>if we do not appropriately manage performance, it will impact on the Trust's ability to effectively deliver services</i>) as the new report template and governance arrangements were now in place.	All
Committee Annual Review	High	High	FPC received a level of assurance over its effectiveness during 2022/23, supported the improvement objectives identified for 2023/24 and approved the terms of reference and work plan for 2023/24.	All
Policy Report	High	High	A new process was being put into place around the responsibility for signing off policies by the level two committees, assurance would be provided in the highlight report to the level one committee. Policies would be managed centrally in future through a module on Ulysses. At the time of the meeting, there were no out of date policies.	All

Chair of Committee:	Faisal Hussain, Non Executive Director
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