

TRUST BOARD IN PUBLIC	Date: 19th December 2013	
	Agenda Item: 4.1	
REPORT TITLE:	FOUNDATION TRUST PROGRESS UPDATE	
EXECUTIVE SPONSOR:	Michael Wilson Chief Executive	
REPORT AUTHOR:	Gillian Francis-Musanu Director of Corporate Affairs	
REPORT DISCUSSED PREVIOUSLY: (name of sub-committee/group & date)		
Purpose of the Report and Action Required:		(√)
This report provides the Board with an update on the Trusts current progress towards Foundation Trust Status. The Board is asked to note the report.	Approval	
	Discussion	
	Information	√
Summary of Key Issues		
This report provides a progress report to the Board on the current journey towards Foundation Trust (FT) status.		
Relationship to Trust Corporate Objectives & Assurance Framework:		
Objective 4 – Become a sustainable, effective organisation.		
Corporate Impact Assessment:		
Legal and regulatory implications	FTs are required to comply with regulatory frameworks.	
Financial implications	Development of a financial plan will be required to support the FT application.	
Patient Experience/Engagement	Improving patient experience and engagement is at the heart of our FT application.	
Risk & Performance Management	Is an essential part of the FT application process.	
NHS Constitution/Equality & Diversity/Communication	The FT application process will give the Trust a greater opportunity to show how it meets the requirements of the NHS Constitution and Equality legislation.	
Attachments:		
N/A		

TRUST BOARD REPORT – 19TH DECEMBER 2013 FOUNDATION TRUST UPDATE

1. Introduction

This report provides a progress report to the Board on the current journey towards Foundation Trust (FT) status and the next steps due to take place over the coming weeks.

2. Foundation Trust Project Board

The next meeting of the FT Project Board is due to take place on 16th January 2014.

2.2 Public & Staff Consultation

Our 12 week public consultation began on 21st November 2013. To date public meetings have taken place in the following geographical areas:

- Dorking
- Oxted
- East Grinstead
- East Surrey Hospital
- Crawley Hospital
- Reigate

In addition we have attended the following health, community and voluntary sector events.

- Surrey Health & Well Being Board
- SaSH Patient Experience Forum
- Surrey Gypsy/Traveller Community Forum

The overall attendance and interest from the wider community at the public meetings has been limited thus far and we are looking at ways to increase attendance at our future planned public events with further publicity using a range of communication mechanisms.

Staff consultation is on-going throughout the period of consultation.

Our consultation document has been distributed very widely to our key partners in health and social care and to patient groups and across the voluntary and community sector as well as being posted on our website.

2.3 Membership Recruitment

Recruitment of FT members is in progress with to face to face postal and online recruitment also taking place. To date the Trust has recruited a total of 110 patient and public members. Activities to increase membership over the next period include:

- Mail shot to all new patients
- Recruitment stalls in the community (i.e. shopping centres)
- Regular recruitment activities in outpatient clinics
- Membership forms sent to all CCG practice participation groups
- Promotion of online recruitment

We are also in the process of tendering for membership services support through the NHS procurement framework.

2.3 Integrated Business Plan (IBP) & Long Term Financial Plan (LTFM)

In response to the TDA feedback on our first draft IBP the trust Board has reviewed and revised its strategic intentions to cover the five year planning period 2014-2019. Closely aligned to this the trusts clinical strategy was revised and subsequently approved by the Board in November 2013.

Each of the other supporting strategies is currently being revised to reflect the trust's updated strategic intentions and the clinically strategy as together they drive the trust's business and the requirements of the supporting functions.

Revisions as a result of internal changes include:

- Chapter 3 Strategy - changes to reflect updated trust strategic intentions and clinical and quality strategies
- Chapter 4 Market Assessment - changes to reflect revised marketing strategy
- Chapter 5 Service Developments - changes to reflect revised developments arising from the clinical strategy
- Chapter 7 Risk - changes to reflect the revised approach to the Board Assurance Framework
- Chapter 8 Leadership and Workforce - changes to reflect updated Workforce Strategy
- Chapter 9 Governance – changes to reflect changes to proposed membership constituencies and Management Board arrangements

Chapter 6 Finance will be updated in January once all the supporting strategies are finalised and the LTFM revised.

The second draft of the IBP will be submitted to the Board at the end of January 2014 prior to submission to the TDA.

The Trust Development Authority (TDA) Readiness Review is planned to take place in March 2014 for which TDA requires all documents to have been signed off by the trust Board and submitted to TDA at least one month prior to the meeting.

2.4 External Assessment of Board Governance Assurance Framework (BGAF) and Quality Governance Assurance Framework (QGAF)

The external reviews of the BGAF and QGAF assessments began on 10th December 2013 with observation of the Safety and Quality Committee and Board observations on 19th December. 1:1 interviews with the Board and key staff members along with 2 staff focus groups. Surveys have also been conducted with the Board and staff across the organisation. The draft report is due to be submitted by Deloitte's in mid-January 2014.

3. Recommendation

The Board is asked to note our progress towards Foundation Trust status. Future reports will be brought to the Board on a regular basis.

Michael Wilson
Chief Executive
November 2013