

<b>TRUST BOARD IN PUBLIC</b>	<b>Date: 30<sup>th</sup> JANUARY 2014</b>	
	<b>Agenda Item: 4.1</b>	
<b>REPORT TITLE:</b>	FOUNDATION TRUST PROGRESS UPDATE	
<b>EXECUTIVE SPONSOR:</b>	Michael Wilson Chief Executive	
<b>REPORT AUTHOR:</b>	Gillian Francis-Musanu Director of Corporate Affairs	
<b>REPORT DISCUSSED PREVIOUSLY:</b> (name of sub-committee/group & date)	Foundation Trust Project Board, 16.1.14	
<b>Purpose of the Report and Action Required:</b> (√)		
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.	<b>Approval</b>	
	<b>Discussion</b>	
	<b>Information</b>	½
<b>Summary of Key Issues</b>		
This report provides a progress report to the Board on the current journey towards Foundation Trust (FT) status.		
<b>Relationship to Trust Corporate Objectives &amp; Assurance Framework:</b>		
Objective 4 . Become a sustainable, effective organisation.		
<b>Corporate Impact Assessment:</b>		
<b>Legal and regulatory implications</b>	FTs are required to comply with regulatory frameworks.	
<b>Financial implications</b>	Development of a financial plan will be required to support the FT application.	
<b>Patient Experience/Engagement</b>	Improving patient experience and engagement is at the heart of our FT application.	
<b>Risk &amp; Performance Management</b>	Is an essential part of the FT application process.	
<b>NHS Constitution/Equality &amp; Diversity/Communication</b>	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.	
<b>Attachments:</b>		
N/A		

## TRUST BOARD REPORT – 30<sup>th</sup> JANUARY 2014 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 FT Project Board met on 16<sup>th</sup> January 2014 and reviewed the Trusts progress against the FT Project plan milestones during stage 1 and plans for entering stage 2. The main decisions taken by the project board were in relation to the electoral process for governors and the role of the Lead Governor. There was full agreement for first past the post. This approach will be adopted for all elected governors; public, patient and staff.

Monitor also requires FTs to nominate one of its governors as the Lead Governor. The purpose of this role is to provide a designated point of contact with Monitor in those very limited situations where communication through the Trust Chair is not appropriate. Additionally, the constitution can make provision for the Lead Governor to have a broader role. The project board recommends that at this stage the lead governor role should remain as currently required by Monitor with the option for review once the Council of Governors has been constituted.

#### 2.1 Public & Staff Consultation

Our 12 week public consultation continues until 28<sup>th</sup> February 2014. To date public meetings have taken place in the following geographical areas:

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

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

- Surrey Health & Well Being Board
- Surrey Health Overview & Scrutiny meeting
- SaSH Patient Experience Forum
- Surrey Gypsy/Traveller Community Forum
- Horsham League of Friends
- East Surrey College
- Surrey Information Summit
- Surrey Disability Network Alliance

The overall attendance and interest from the wider community at the public meetings continues to be variable. However, combined with the voluntary and community sector meetings we are reaching a wider range of people. Two further public consultation events are due to take in place in February one at East Surrey Hospital and one in south Croydon.

Our public 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. We have also written to our key stakeholders reminding them of the timescale for responding to the consultation.

Staff consultation is on-going throughout the period of consultation with discussion and presentations at all staff and senior leaders meetings, team and volunteer meetings and road shows. A specific FT consultation document has been distributed to all staff and volunteers.

### 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 just under 500 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.

### 2.2 Integrated Business Plan (IBP) & Long Term Financial Plan (LTFM)

The development of the IBP is continuous and is currently being updated to include response to TDA feedback on the previous version as well as changes and developments within the Trust.

Key changes within the IBP include:

- Clearer description of the Trust's strategic objectives and the milestones for achievement throughout the five year planning period
- Changes to Chapter 3, Strategy, to reflect the revised clinical and quality strategies and the supporting strategies of estates, workforce and IT
- Revisions to Chapter 5, Service Development, to reflect progress with concluding many of the previous service developments and the identification of future developments required to support the trusts strategic objectives
- Updated risks to reflect the revised Board Assurance Framework

The following supporting strategies have also been refreshed to align with the IBP five year planning period of 2014/15 to 2019/20: Clinical, Quality, Workforce and OD, Estates IT and Marketing

The second draft of the IBP will be reviewed by the Board prior to submission to the TDA.

The Trust Development Authority (TDA) Readiness Review meeting will 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 independent reviews of the Board and Quality Governance Assurance Frameworks were undertaken by Deloitte LLP during December and the early part of January. Their draft has now been received by the Trust and will inform any updates or additional actions required to either or both of the Board and Quality Governance Assurance action plans. The Deloitte report and the trust action plans form part of the submission to TDA for the Readiness Review.

## 2.5 Stage 2 actions and milestones

As noted above the Readiness Review marks the start of Stage 2 in which the FT application is further developed. This stage culminates in the final submission to TDA for their formal assurance and approval process.

The Stage 2 Milestones are:

- Inspection by the Chief Inspector of Hospitals
- Historic Due Diligence review
- Submission of formal FT application to TDA for their assurance and approval.

The key activities during Stage 2 are:

- Collating the responses to consultation and making any resultant changes to the membership strategy; governance rationale or constitution
- Ensuring the IBP and LTFM remain up to date including taking account of the year end outturn and 2014/15 CCG commissioning intentions
- Procuring a membership database and, if required, membership recruitment support services e.g. if the target number of members isn't being achieved or the membership isn't adequately representative
- Procuring election support and planning for the election of elected Governors
- Continuing implementation of the Board and Quality Governance Assurance Frameworks taking account of the feedback from the Deloitte independent assessment

## 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**  
January 2014