

TRUST BOARD IN PUBLIC	Date: 27th February 2014	
	Agenda Item:	
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)	Foundation Trust Project Board, 20.2.14	
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 – 27th FEBRUARY 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 was due to meet on 20th February 2014 to review the Trusts progress against the FT Project plan milestones during stage 1, plans for entering stage 2, progress on public and staff consultation, membership recruitment, governance rationale, the draft constitution and the impact of 14/15 – 18/19 NHS planning on the Integrated Business Plan. However, this meeting was postponed.

2.1 Public & Staff Consultation

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

- Dorking
- Oxted
- East Grinstead
- Redhill (East Surrey Hospital)
- Crawley
- 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
- Members Meeting at Reigate & Banstead Council
- East Surrey CCG Patient Reference Group

The overall attendance 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 broad range of people. Two final public consultation events are due to take in place on 26th February in Croydon and at East Surrey Hospital on 27th February.

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 have taken place at all staff and senior leaders meetings, team and volunteer meetings along with specific road shows. A specific FT consultation leaflet has been distributed to all staff and volunteers.

2.2 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 630 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)

The draft IBP and LTFM along with supporting strategies were submitted to the TDA on 10th February in preparation for the Readiness Review on 13th March 2014.

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. The final report and recommendation have now been received by the Trust and will inform any updates or additional actions required to both Board and Quality Governance Assurance action plans. The Deloitte's report and the trust action plans also form part of the submission to TDA for the Readiness Review.

2.5 Stage 2 actions and milestones

The Trust is on plan with all current milestones and actions. 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 financial review
- Submission of formal FT application to TDA for 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
- Ongoing membership recruitment and engagement

- 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 implementing recommendations from the Deloitte independent assessment

2.6 Readiness Review

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

The Review has two main elements:

- TDA review of key application documents, IBP, LTFM, CIPs, draft governance rationale and constitution; membership strategy, clinical, quality, workforce, IT, estates and market development strategies; BGAF and QGAF assessments and the external assessment.
- A Board to Board meeting

The outcome of the Readiness Review is confirmation by the TDA of the Trusts state of readiness. They may also identify additional development that may be required.

3. Recommendation

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

Michael Wilson
Chief Executive
February 2014