

TRUST BOARD IN PUBLIC	Date: 26 September 2013	
	Agenda Item: 4.2	
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)	FT Project Board 12.9.13	
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 our 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	N/A	
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 – 26th SEPTEMBER 2013 FOUNDATION TRUST UPDATE

1. Introduction

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

2. FT Project Board

The fourth meeting of the FT Project Board was held on 12th September 2013. The meeting reviewed the detail of the draft FT timeline and key milestones. This included the three TDA application and approval stages and the Monitor assessment phase:

- Stage 1: Diagnosis and Due Diligence

This stage involves the Trust and TDA agreeing an overarching programme plan with key milestones. The Trust begins the development of key documents including the IBP, long term Financial Model (LTFM) and consultation document and supporting materials. These are all submitted to TDA for review and comment. Self assessments are undertaken against the Board Governance Assurance Framework and Quality Governance Assurance Framework and actions plans developed.

- Stage 2: Development and Application

This stage involves the submission of key documents (IBP, LTFM and all IBP supporting strategies) to the TDA for a formal Readiness Review which will identify further development needs and additional work. During this stage the formal consultation process is undertaken, membership recruitment commences and external reviews are undertaken of the self assessments against Board Governance Assurance Framework and Quality Governance Assurance Framework as well historic due diligence of trust performance.

- Stage 3: Assurance and Approval

This stage involves the full and final submission of the application documents to the TDA for assessment by the TDA Board that the Trust is ready to undergo a detailed assessment by Monitor.

Following TDA approval to submit an application to Monitor the trust enters the Monitor assessment phase. The timing of the Monitor assessment generally takes at least 4 months and it's start is determined by Monitor following an initial batching review of key submission documents including the IBP and LTFM.

The TDA have indicated that they will convene an Executive to Executive meeting with the Trust at the end of October 2013 at which time the detailed project plan will be signed-off.

The project board approved the terms of the reference for the internal FT Task and Finish Group which is being established to take responsibility for delivery of the FT Project Plan agreed by the FT Project Board and specifically to develop and deliver the application requirements prescribed by the TDA and Monitor. Meeting on a bi-weekly basis, the group is a sub committee of the FT Project Board and will be accountable to the FT Project Board.

An overview of the consultation and communication plan was also undertaken by the project board.

The FT Project Board will continue to meet on a six weekly basis.

2.2 Integrated Business Plan & Long Term Financial Plan

A draft of the IBP was submitted to the TDA on 16 September for their initial review as part of their assessment of the level of trust preparedness. The next steps in developing the IBP are:

- Reviewing and refreshing key supporting strategies for Trust Board approval - November/ December 2013)
- Further revising and updating the IBP to ensure all sections are 'up to date' and all key Monitor requirements have been included - October to December 2013
- Responding to feedback from the TDA
- Submission to TDA for Readiness Review - January 2014

An update was also given on the recent refresh of the Long Term Financial Model which was submitted to the Trust Development Authority at the end of August.

2.3 Membership Recruitment

Online recruitment of FT members has now begun with a view to face to face and postal recruitment taking place from October onwards.

2.4 FT Programme Manager

Val Thompson has been appointed as interim FT Programme Manager and will be supporting the Trust in taking forward the FT project plan.

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
September 2013