

Your local NHS Trust is changing

Surrey & Sussex Healthcare NHS Trust, is beginning a journey to become an NHS Foundation Trust. Becoming a foundation trust means that we will remain firmly within the NHS, but will be an organisation free from the direct control of central government.



We will become a membership organisation accountable to local people and regulated by Monitor, the Independent Regulator of NHS Foundation Trusts. We will also have more control over our finances, which will allow us to re-invest money to provide even better services for local people.

We want all local people and interested parties to get involved in establishing the future of our hospital Trust. We are holding a public consultation from 21 November 2013 to 28 February 2014, which is our opportunity to tell you about our plans, and to hear from you.

This booklet explains the details, and after reading it we would like to know what you think about:

- Our vision and future plans
- Our membership
- Our Council of Governors

Ways in which you can respond to this consultation are set out on page 8

As well as consulting on our plans to become a foundation trust, we are also inviting you to become a member. Being a member is a way of showing support for your local hospital trust.

You will be able to influence our future because you will be able to vote for the governors that will represent you, or you might want to stand for election as a governor yourself. More details about what being a member means and how to register, is explained in this booklet.

See our website for more details:
www.sash.nhs.uk/ft.

If you would like help reading this booklet, please speak to one of our staff or contact our Patient Advice and Liaison Service (PALS) on Telephone: 01737 231958 / 01293 600399
Email: pals@sash.nhs.uk



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THIS INFORMATION CAN BE MADE AVAILABLE IN OTHER LANGUAGES AND FORMATS, INCLUDING LARGER TEXT. CONTACT 01737 231958 FOR HELP.

我們可以提供這些資料的中文譯本和其他版本, 包括大字體版。請致電01737231958要求協助。
CHINESE

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Welcome to Surrey and Sussex Healthcare NHS Trust

The Trust delivers safe, high quality healthcare to a growing catchment population of 535,000 people, as well as the thousands of people that pass through Gatwick Airport each day.

We are responsible for East Surrey Hospital in Redhill, where we provide acute and complex services. In addition, we reach out into the community to provide a range of out-patient, diagnostic and less complex planned services closer to home. We provide services at Dorking, Caterham Dene Hospitals and Oxted Health Centre in Surrey, and at Crawley, Horsham and Queen Victoria Hospitals in West Sussex.

The Trust employs over 3,500 staff, providing a comprehensive range of emergency and non-emergency services to the residents of East Surrey, North-East West Sussex, and South Croydon, including the major towns of Crawley, Horsham, Reigate and Redhill.

The Trust has moved from delivering a few of the national standards, to delivering them all. The Trust has also been recognised as being one of the most improved in terms of its patient experience, and is now regarded by many as a Trust that has 'turned itself around'.



Fact box:
What we do

The Trust treats in excess of **65,000** inpatients

and **250,000** Outpatients a year.

We also deliver **4,500** babies,

administer **4,800** chemotherapy treatments

and have **80,000** attendances to our Emergency Department.



About Foundation Trusts

NHS Foundation Trusts are membership organisations. The membership is formed of local people, including patients and staff.

Through this membership the Trust is able to hear from, and respond to, local people better.

A Council of Governors includes a majority of governors elected from the membership. The Governors Council represents the membership's views and hold the Trust's Board of Directors to account for the way in which the organisation is run and services are provided.

NHS Foundation Trusts remain part of the NHS, but have more control over their finances and more freedom to provide services in a way that benefits the local population.

NHS Foundation Trusts must continue to meet national quality standards and we will continue to be inspected by the Care Quality Commission. We will not be allowed to continue on the path towards becoming a foundation trust until our services have been inspected by the new Chief Inspector of Hospitals.

NHS Foundation Trusts are overseen by an independent regulator called Monitor that can intervene if it feels that the Trust is not being managed properly or the quality of services does not meet national standards.

FACT: Foundation Trusts are firmly part of the NHS and subject to NHS standards, performance ratings and systems of inspection. They are still part of the NHS and continue to provide NHS services.

We want to be at the heart of our local communities. We want to build a substantial and representative membership to become a more outward-facing organisation. We believe that a well-informed, motivated and engaged membership will help us be a more responsive organisation, with an improved understanding of the needs of our patients and local communities.

The advantages of becoming an NHS Foundation Trust

- The hospital trust will be at the heart of the communities we serve. We will be more accountable to local people and less accountable to central government.
- Local people and staff can become members and stand for election as governors. We will consult our members on important decisions and changes.
- We will have greater financial freedom to reinvest any money we generate.
- We can be more innovative with forming partnerships and collaborations to benefit our patients.

About the governance of the Trust

As a foundation trust our governance (the way the trust is run and managed) will change and will have three main elements:

1. Membership
2. Council of Governors
3. Board of Directors

Membership

Foundation trusts are membership organisations giving local people (including patients) and staff, as members, a greater influence in decisions.

The public members will consist of seven distinct areas that reflect the local councils' populations and the catchment area of the trust:

- 1 Crawley
- 2 Mole Valley
- 3 Reigate & Banstead
- 4 Tandridge
- 5 Horsham
- 6 Mid Sussex
- 7 Chichester and Croydon



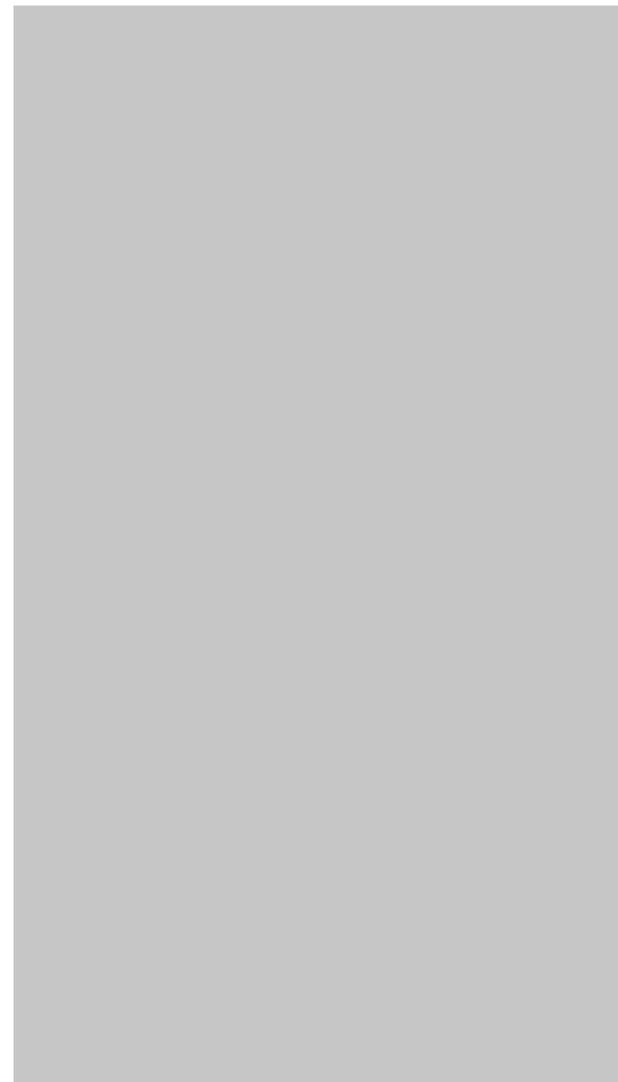
Public membership will be open to anyone living in the proposed constituency areas that is a UK resident and is aged 14 or over.

The staff members are trust employees that have a permanent contract, a contract with a term of at least 12 months or who have been employed continuously for at least 12 months, and volunteers that have been registered as volunteers for at least 12 months. Staff will be auto-enrolled as members unless they choose to opt-out.

- Four staff members will be elected as governors ensuring staff views are represented.



Do you agree with our proposals for the Council of Governors?



Do you agree with the proposed geographical areas for our membership?

Do you think they are representative of the communities we serve?

Do you agree that people aged 14 should be able to become a member?

Council of Governors

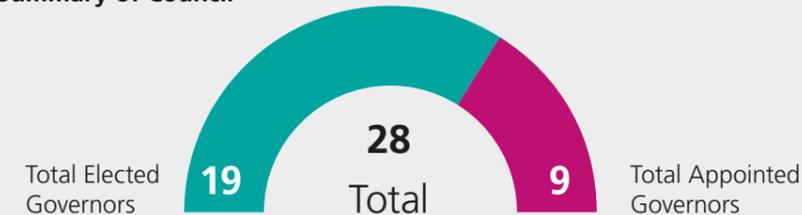
As a foundation trust, we will have a Council of Governors. The Council of Governors will be important and influential. It will work with the Board of Directors on the strategic direction of the organisation and its future plans, representing the interests and feedback of members.

It will also:

- Help develop the Trust's membership strategy and help the Trust recruit a representative membership
- Appoint (or remove) the Chair and the Non-executive Directors of the Board of Directors
- Approve the appointment of the Chief Executive
- Appoint the Trust's external auditors
- Agree the pay of Non-Executive Directors and the Chair
- Receive the annual report and accounts

The Council of Governors will be made up of governors elected by our members and by governors appointed by partner organisations. The number of elected governors from each area reflects the anticipated number of members in each constituency.

Summary of Council



Election for the Council of Governors will take place in 2014

- Every member will be eligible to vote
- Governor vacancies will be advertised to all members
- As a member you can nominate yourself or someone else
- All voting will be by secret postal ballot
- Elections will be held every three years

Board of Directors

The Board of Directors is legally accountable for running the Trust. It is made up of a lay Chair, five Non-Executive Directors (lay people appointed for four years), and five Executive Directors.

Elected Governors

Public

Mole Valley District	1
Reigate and Banstead	3
Tandridge District	2
Crawley District	4
Horsham	3
Mid Sussex	1
Chichester and Croydon	1

Total Public Governors 15

Staff

Medical and Dental	1
Nursing and Midwifery	1
Other clinical	1
other not included above	1

Total Staff Governors 4

Appointed Governors

- Local Authority
- Clinical Commissioning Group
- University
- Partner

Surrey County Council	1
West Sussex County Council	1
Crawley CCG	1
East Surrey CCG	1
Horsham and Mid Sussex CCG	1
Surrey Downs CCG	1
Brighton & Sussex Medical School	1
Health Watch	1
Voluntary Sector Umbrella Organisation	1

Total Appointed Governors 9

Total Number of Governors 28

Have your say

We want to hear what you think about our foundation trust plans. Your feedback will form part of our foundation trust application and should be sent to us no later than 28 February 2014.



You can let us have feedback by:

- Completing the online form at SashFT.membership@nhs.net
- E-mailing us at foundationtrust@sash.nhs.uk
- Using the feedback form opposite
- Writing to us at:
Freepost (RRGU-LBSY-HCSL)
Foundation Trust Office - AD55
East Surrey Hospital
Canada Avenue
Redhill
Surrey
RH1 5RH

You can also email us if you have any general comments or questions about the consultation, at SashFT.membership@nhs.net

Want to know more?

Visit one of our community events – see www.sash.nhs.uk/ft for details of dates and venues.

We are also happy to visit community groups. Please contact a member of the team to discuss on **01737 768511 Ext 1864** or email SashFT.membership@nhs.net

What happens after the consultation has ended?

Once our consultation has ended, 28 Feb 2014, we will review all the comments we receive and will use your comments to refine our foundation trust application. We might not be able to make all the changes suggested by people but we will consider every response with an open mind.

We will prepare a summary document containing all the responses and the changes we have made to our plans as a result of comments received. The document will be available on our website or you can request a copy from from: SashFT.membership@nhs.net or call **01737768511 Ext 1864**

Consultation feedback form

Q1 Do you agree with the trust's objectives and plans for the future?

Q2 Do you agree with the proposed geographical areas for our membership?

Q3 Do you think they are representative of the communities we serve?

Q4 Do you agree that people aged 14 should be able to become a member?

Continued over page»

Q5 Do you agree with our proposals for the Council of Governors?

Q6 Do you agree with the proposed new name: Surrey & Sussex NHS Foundation Trust?

Any other comments?

Personal details

- Are you:
- Patient
 - Resident
 - Member of staff
 - Partner organisation
 - Other, please specify

Name

Title

Address

Postcode

Member: Yes No

If not a member we would like you to become one. Please see details of how to apply on page 12.

Our Vision and Values

Our vision for the services we deliver is to provide: Safe, High Quality Healthcare that puts our Community First.

Everything we do is underpinned by our Values, which are:

Dignity & Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour

One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth

Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked, because we care

Safety & Quality: we take responsibility for our actions, decisions and behaviours in delivering Safe, High Quality Care



Our plans for the future

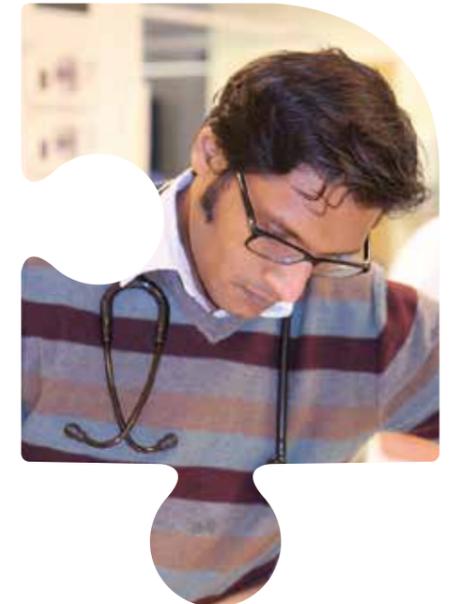
Our foundation trust application includes a five year Integrated Business Plan (IBP). The IBP describes our strategic plans and our objectives, and how we will achieve them.

Our strategic themes are to provide:

excellence, and locally based services, that are sustainable and affordable (clinically and financially).

In order to deliver these strategic themes our key objectives for 2014/15 are to deliver hospital services within a well-led organisation, that are:

- Safe
- Effective
- Caring
- Responsive to people's needs



Do you agree with the trust's objectives and plans for the future?

About You

We are committed to building a membership that reflects the diverse communities we serve and we would be grateful if you would complete the following section.

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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I am: Male Female
Transgender

Do you consider yourself to have a disability?

Yes No Prefer not to say

Ethnicity

White British <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
White Irish <input type="checkbox"/>	Other Black background <input type="checkbox"/>
Other White <input type="checkbox"/>	Indian <input type="checkbox"/>
White & Black Caribbean <input type="checkbox"/>	Pakistani <input type="checkbox"/>
White & Black African <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
White & Asian <input type="checkbox"/>	Other Asian background <input type="checkbox"/>
Other Mixed Background <input type="checkbox"/>	Chinese <input type="checkbox"/>
Black African <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>

Sexual Orientation

Heterosexual (Straight) <input type="checkbox"/>	Gay Woman (Lesbian) <input type="checkbox"/>
Bisexual <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Gay Man <input type="checkbox"/>	

What geographical area do you live in?

Crawley <input type="checkbox"/>	Horsham <input type="checkbox"/>
Mole Valley <input type="checkbox"/>	Reigate & Banstead <input type="checkbox"/>
Tandridge <input type="checkbox"/>	Other areas in England <input type="checkbox"/>
Mid Sussex <input type="checkbox"/>	

Do you have any special interests regarding care?

Medicine e.g Rehabilitation, <input type="checkbox"/>
Accident & Emergency <input type="checkbox"/>
Women's Health e.g. Maternity, Gynaecology <input type="checkbox"/>
Children's Services e.g. Paediatrics <input type="checkbox"/>
Surgery e.g General Surgery, Orthopaedics <input type="checkbox"/>
Outpatients <input type="checkbox"/>
Support Services e.g Cleaning, Food, Parking Volunteers <input type="checkbox"/>

How did you hear about our membership?

At a public meeting <input type="checkbox"/>	Received a leaflet <input type="checkbox"/>
Face to face recruitment <input type="checkbox"/>	Via our services/ staff <input type="checkbox"/>
On our website <input type="checkbox"/>	Through the local press/ media <input type="checkbox"/>
Other <input type="checkbox"/>	Please state below: _____

Please tell us how you would like to be involved, you can tick more than one box

Online surveys <input type="checkbox"/>
Take an interest in focus groups <input type="checkbox"/>
Attend meetings or events <input type="checkbox"/>
Find out more about becoming a governor <input type="checkbox"/>

Please tick all the following which apply

Someone who uses our services <input type="checkbox"/>
A carer of someone who uses our services <input type="checkbox"/>
Volunteer <input type="checkbox"/>
Other <input type="checkbox"/>

Please state below: _____

If you do not wish your name to appear on a public register of members please tick here

I do not wish

This information will only be used by the trust for membership purposes. It will be stored, processed and used in accordance with the Data Protection Act 1998.

Thank you got taking your time to fill in this form and for becoming a member.

Jargon buster

Board of Directors

The Trust's Board of Directors are legally accountable for running the Trust. It has a Chair, five Non-executive Directors (lay people usually appointed for four years) and five Executive Directors that are employees.

Members

Foundation Trust Members are local people, including patients, aged 14 and over who support the Trust and who live in one of the public constituencies.

Trust staff are also members unless they choose not to be a member

Membership

Is formed of at least 9000 members, with 3,500 being staff members and the other 5,500 local people

Governor

Foundation Trust Governors are elected by Foundation Trust Members or appointed from local partner organisations to represent their views to the Board of Directors.

Foundation Trust

NHS organisations free from central government control and with more involvement from local people, patients and staff who, as members or governors have more say in how services are provided.

Clinical Commissioning Groups

These organisations are mostly made up of GPs. They commission and buy the health services from the Trust to best serve their patients.

Trust Development Authority

This organisation oversees all non-foundation trusts and is tasked with getting all of these trusts to Foundation Trust status. www.ntda.nhs.uk

Monitor

This organisation is the independent regulator that oversees all the activities of NHS Foundation Trusts. www.monitor-nhsft.gov.uk

Partner Organisations

These are organisations that work with the Trust, including local councils, commissioning groups and charities.



Further information about NHS Foundation Trusts
can be found at:

www.monitor-nhsft.gov.uk
www.foundationtrustnetwork.org