

<b>TRUST BOARD IN PUBLIC</b>	<b>Date: 27<sup>th</sup> March 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)	Executive Committee . standing agenda item FT Task & Finish Group	
<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>	½
	<b>Assurance</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 – 27<sup>th</sup> MARCH 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. End of Public & Staff Consultation

Our 12 week statutory public consultation closed on 28<sup>th</sup> February 2014. Public meetings took place in the following geographical areas:

- Dorking
- Oxted
- East Grinstead
- Redhill (East Surrey Hospital x 2)
- Crawley
- Reigate
- Horsham
- Croydon

In addition we 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
- Reigate and Banstead Voluntary Sector Forum

Staff consultation was 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 and with the TUSC. A specific FT consultation leaflet has been distributed to all staff and volunteers.

The Trust is now in the process of collating the response to the consultation process in order that we can review the proposed Governance structures in light of the feedback from our key stakeholders and staff.

#### 2.1 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 950 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

The Trust has now awarded a contract for provision of Membership Services to an external provider who will support the Trust over the next year to recruited additional members across our geographical constituency.

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

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

The draft IBP and LTFM along with supporting strategies were submitted to the TDA on 10<sup>th</sup> February in preparation for the Readiness Review which took place on 13<sup>th</sup> March 2014. We await formal feedback from the TDA.

## 2.3 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 have been integrated into the Trust's action plans and are being implemented.

## 2.4 Stage 2 actions and milestones

The Trust is on plan with all current milestones and actions. The Readiness Review which took place on 13<sup>th</sup> March, 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 election support and planning for the election of elected Governors
- Conducting awareness session for members who are interested in becoming Governors
- Continuing implementation of the Board and Quality Governance Assurance Frameworks implementing recommendations from the Deloitte independent assessment

**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**  
March 2014