

Summary Report – Trust Board Meeting (Part 2)	Date: 2 May 2013
Report Title: Report of the FT Steering Group	
Agenda Item: 16	Enclosures: Appendix 1; Appendix 2
Sponsor; Chair	Presenter: Chair
Report Author: Company Secretary	
Report discussed previously at: FT Steering Group	<i>n/a</i>

Purpose of the Report and Action required		
To report to the Board, the work of the Foundation Trust Steering Group, in relation to the progress of the Trust's Foundation Trust Journey.	Approval	
	Discussion	
	Information	X

Executive Summary of Key Issues
<p>1.1. This report outlines the progress made on reviewing the FT work programme and structures to deliver a sustainable, licensed NHS FT. This is the second report of the FT Steering Group, the strategic working group with delegated authority on behalf of the Board, to direct the progress of the FT application.</p> <p>1.2. The Executive Team is responsible for ensuring delivery of the FT work programme and that all risks to this are identified, managed or mitigated. An FT Risk Register is in place to support this.</p> <p>1.3. The FT Steering Group has responsibility for the strategic leadership of the FT programme, and oversees the work of the FT Delivery Group which is part of the new project methodology to manage the FT application and assessment process.</p> <p>1.4. Trust membership continues be on, and above target with 16,500 members.</p>

Which Strategic Objective does this paper address	
Consolidate	X
Integrate	X
Expand	X

Recommendations to other committees
<i>n/a</i>

Recommendation/Decision
The Board is recommended to note the report.

Report of the FT Steering Group

1. Background

1.1. This report brings forward key highlights from the FT Steering Group, which has met on 8 May 2013.

2. FT Programme Leadership

- 2.1. The FT Steering Group was convened by the Board, and has met regularly during the first quarter of the year. The role and function of the group is to oversee:
- 2.1.1. the NTDA and Monitor application processes - and related guidance
 - 2.1.2. external assessment requirements and reports including the monthly oversight process
 - 2.1.3. the status/progress on the FT work programme including the Quality Governance risk score
 - 2.1.4. Board preparation for the NTDA and Monitor assessment process
- 2.2. The group has extended its membership to the Medical Director and Executive Director for Nursing, to ensure appropriate strategic leadership for the Quality elements of the FT programme and will engage with the rest of the Executive Team on a regular basis to ensure appropriate sightedness of key issues.
- 2.3. Underpinning the FT Steering Group sits the FT Delivery Group. The latter being an operational project team, bringing together workstream leads from the key identified areas of the FT programme. These workstream leads are accountable to the Executive Directors/Executive Team for their deliverables, and the FT Delivery Group as a whole reports to the Executive Team via the FT Steering Group.

3. FT work programme

- 3.1. The FT work programme has been refreshed and updated to reflect the new TDA accountability framework, which clarifies the assessment stages for aspirant Foundation Trusts within the new framework, and the Board's decision at its meeting in May, to seek to enter the TDA assessment phase in October 2013.
- 3.2. The new work programme was reviewed by the FT Steering Group at its meeting on 8 May, and noted that an interim project manager has being allocated to this work (subject to consultation).

4. Updates

- 4.1. The Trust is working up a specification for the independent assessment of the Board Governance Assurance Framework, and the Quality Governance Framework elements of the FT application submission. The Trust will be agreeing its provider in the next week.
- 4.2. The Trust continues to work with Beachcroft LLP in relation to developing refinements to its governance processes supporting the capability of the Board and its Committees, and Beachcroft LLP will be supporting the development of a tailored development programme for each Director, relevant to the needs of an Foundation Trust Board.
- 4.3. The IBP has been revised and is presented to the Board for approval prior to informal submission to the TDA and Commissioner Convergence which will be co-ordinated by

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North Somerset CCG on behalf of the Trust's Commissioners. The Non Executive Directors have each been 'buddied' with an Executive Lead to review, test, and contribute ideas to the development of each IBP Chapter. This has worked well, although timing has been tight.

- 4.4. The Constitution has been further updated to reflect new legislative requirements and the Trust has written to a range of partners to discuss the process of appointing partnership governors. In addition, within a week, the entire membership is to be invited to comment on the proposal to reduce the complexity within the Constitution, by offering one classification of patient, service user and carer constituency. It is proposed that there will be 6 Patient, Service User and Carer Governors and 2 Carer Governors, which reflects very appropriately the breakdown of members within our overall membership. The Trust will make provision in its Constitution to designate the requirement to have this split within the single Patient, Service User and Carer Constituency. The final draft of the Constitution will then be ready.
- 4.5. Workstream leads are meeting with the Project Manager in the week commencing 27 May to map the ongoing requirement on them to deliver the elements of the application process.
- 4.6. The next FT Steering Group meets on 4 June 2013.

5. Membership Activity

- 5.1. In March all of our members were offered the opportunity to meet the AWP team, with the quarterly members meeting in Keynsham (8 March) and the Bristol locality Visions & Values workshop (14 March). Over 70 members attended these events.
- 5.2. The members event was extremely successful showcasing the Forget me Not Centre in Swindon and included service user presentations. The overall feedback from attendees was very positive. Tony Gallagher opened this event with an overview of the visions & values and the changes being made with locality working and the benefits of this way of working for service users. The annual members meetings is being planned across the trust area for September, these events will be led by the six local delivery units.
- 5.3. In line with the quarterly starters and leavers report, we communicated with all new starters informing them of their automatic membership status and explaining the opt-out procedure (168). The membership team also wrote to all staff leaving the trust, explaining their transfer explaining that their membership would be moved from the staff to public category automatically, again explaining the opt-out option (121).
- 5.4. The membership team communicated with a total of 18,307 active members in March via the following mechanisms:
 - The Issue of Snapshot and Our Voice publications
 - Communications with members re feedback from members meeting
 - Visions & values workshops, invitation
 - Welcome letters for new members
- 5.5 The membership statistics for the month are set out in the attached appendices.

6. Recommendations - the Board is recommended to discuss the report.

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