

‘You matter, we care’

Summary Report – Trust Board Meeting	Date: 26th June 2013
Report Title: Report of the FT Steering Group	
Agenda Item: BD/13/85	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 third 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 to be on, and above target with 16,732 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

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Report for the Avon & Wiltshire Mental Health Partnership Trust Board – 26 June 2013		
Sponsored by Chair		
Agenda Item: BD/13/85	Serial:	Page 2 of 4

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 4th June 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 whole Executive Team.

3. FT work programme

3.1. The FT work programme was reviewed by the FT Steering Group at its meeting on 4th June, in view of the decision to move to an October 2013 entry point into the formal process.

4. Updates

4.1. The Trust has contracted KPMG to deliver the independent assessment of the Board Governance Assurance Framework, and the Quality Governance Framework elements of the FT application submission. KPMG will be starting their work with the Board on 26 June 2013.

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 a Foundation Trust Board.

4.3. The IBP has been submitted to the TDA and for the purpose of commissioner confirmation which is being co-ordinated by North Somerset CCG on behalf of the Trust's other commissioners.

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. As a result, it has been agreed that there will be 6 partnership governors representing the localities and a higher education partnership governor.

4.5. In addition, the entire membership has been invited to comment on a 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. Members have voted 75% in favour of the proposal (the consultation will have ended by the time the Board

Report for the Avon & Wiltshire Mental Health Partnership Trust Board – 26 June 2013

Sponsored by Chair

Agenda Item: BD/13/85

Serial:

Page 3 of 4

Report of the FT Steering Group

meets).

4.6. The next FT Steering Group meets on 2nd July 2013.

5. Membership Activity

5.1. The Membership Team is currently working on the final revisions to the Governance Rationale and Membership Strategy (taking into account the member feedback alluded to above), before it joins the remainder of the IBP as a formal document.

5.2. The Membership team communicated with a total of 16,732 active members in May 2013 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.

5.6 The membership team have prioritised a number of data cleansing exercises to ensure that the membership database accurately reflects the relevant membership classes as required to move forward with FT status.

5.7 The team is also developing mechanisms for increasing the levels of engagement in localities and working with Involvement Workers in support of the Community Engagement Strategy.

5.8 The team is supporting the Local Delivery Units to plan member events in September to coincide with the Annual General Meeting/ Annual Members Meeting.

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