

'You matter, we care'

Trust Board Meeting (Part 1)	Date: 25 th September 2013
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Title:	Report of the Foundation Trust Steering Group
Item:	BD/13/187

Executive Director lead and presenter	Antony Gallagher, Chair
Report author(s)	Emma Roberts, Company Secretary

History:	<i>Previously reported at Board Meeting on 31st July 2013</i>
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This report is for:	
Decision	
Discussion	
To Note	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 fifth 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 total membership amounting to 16,648 members.</p>

This report addresses these Strategic Objectives:	
Consolidate	x
Integrate	x
Expand	x

This report addresses these Values:		
Passion	Doing our best, all of the time	
Respect	Listening, understanding and valuing what you tell us	
Integrity	Being open, honest, straightforward and reliable	
Diversity	Relating to everyone as an individual	
Excellence	Striving to provide the highest quality support	

Background

- 1.1. This report brings forward key highlights from the FT Steering Group, which met on 2nd September 2013

2. FT Programme Leadership

- 2.1. The FT Steering Group was convened by the Board, and has continued to meet regularly during the second 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 in July, 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 started their work by briefing the Board on 26 June and then reviewing the Board Governance Memorandum in the week commencing 22 July 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. A further independent consultant will be supporting the Board to consolidate individual development around the core strategy of the Integrated Business Plan.
- 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. The Trust has met with CCG colleagues and by the time of the meeting, will have received feedback from the co-ordinating CCG.
- 4.4. The Constitution has been finalised and is appended to the report for formal adoption.
- 4.5. Work to plan the Historic Due Diligence refresh continues.

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

5. Membership Activity

- 5.1. The Membership Team has continued to work with the Trust's legal advisors on the **Report of the FT Steering Group** concerning final revisions to the Governance Rationale and Membership Strategy and the Constitution now complete. The Team is now working on the development of a Governance Handbook which sets out the detailed processes to support the governance requirements in the Constitution.
- 5.2. The Membership team communicated with a total of 24313 active members in August 2013 via the following mechanisms:
- The Issue of Snapshot and Our Voice publications
 - Autumn Membership Update issued
 - Welcome letters for new members
 - Promoting forthcoming 'Celebrating our Success' and 'Governor Information' Events
- 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 has supported the Local Delivery Units to plan member events in September to coincide with the Annual General Meeting/ Annual Members Meeting. By the 25th of September, five of the six locality events will be complete with extremely high attendance recorded at all to date.

6. Recommendations

- 6.1. That the Board resolves to: Formally adopt the Constitution .
- 6.1.1. Receive the report for information.