

**'You matter, we care'**

Trust Board Meeting (Part 1)	Date: 30 <sup>th</sup> October 2013
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<b>Title:</b>	Report of the Foundation Trust Steering Group
<b>Item:</b>	BD/13/222

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<b>History:</b>	ET – 15 October 2013
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<b>This report is for:</b>	
Decision	
Discussion	
To Note	x

<b>Executive summary of key issues:</b>
<p>1.1 This report outline the progress made on reviewing the FT work programme and structures to deliver a sustainable, licensed NHS FT. This is the sixth report of the Ft Steering Group which is 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 Programme and that all risks 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: this is part of the project methodology to manage the application and assessment process.</p> <p>1.4 Trust membership continues to be on, and above target with a total membership of 16624 members.</p>

**This report addresses these Strategic Objectives:**

Consolidate	X
Integrate	
Expand	

**This report addresses these Values:**

<b>Passion</b>	Doing our best, all of the time	
<b>Respect</b>	Listening, understanding and valuing what you tell us	
<b>Integrity</b>	Being open, honest, straightforward and reliable	
<b>Diversity</b>	Relating to everyone as an individual	
<b>Excellence</b>	Striving to provide the highest quality support	X

## 1. Background

1.1. This report brings forward key highlights from the FT Steering Group which met on 1<sup>st</sup> October 2013.

## 2. FT Programme Leadership

**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. The NDTA 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 NDTA and Monitor assessment process

2.2 The group has extended its membership to include the whole Executive Team.

## 3. FT work Programme

3.1. It was agreed by the FT Steering Group in July , an entry point to the formal process of 1<sup>st</sup> October 2013.

3.1.1 The NTDA has acknowledged receipt of the Schedule of Evidence Requirements on 1<sup>st</sup> October, both in hard copy to NTDA Headquarters, and via secure portal.

3.1.2 The FT Project Manager continues to act as 'conduit' responding to requests for additional information requests made by the members of the NTDA Team.

## 4. Membership Update

4.1. Governor information activity and membership.

The Membership and Governor Team report that to date around 500 members had expressed an interest in becoming a governor on their membership application forms. A number of Governor Information Sessions have been held at locations throughout the Trust operating area, with more planned.

4.1.2 In addition, the profile of membership and governorship has been promoted through World Mental Health day on 10th October, with staff attending several events across the trust region to raise awareness of potential governorship and also carry out some recruitment work.

4.1.3 Whilst these events are in their early days and have proven successful in attracting new membership, more work will be continuing to encourage interest in becoming a governor.

4.2. A new Membership and Governor Manager has been appointed and seems set to enable an opportunity to refresh the message of member and governor attraction

within Localities. A fresh series of events is planned embracing local expertise and knowledge of Local Involvement Officers in each area.

## 5. Updates

5.1. **BGAF/QGAF:** The Trust engaged consultants KPMG as expert independent auditors of Board Governance Assurances Framework, and the Quality Governance Assurance Framework submissions.

5.1.2 The Board's submission, KPMG reports and our subsequent action plans against each was provided to the NTDA in the 1<sup>st</sup> October submission.

5.1.3 The Board Development plan provided further support into our intentions for the Board and was also included in the submission

5.1.4 Taking into consideration the quality landscape, and raising of the quality 'bar', the Board took the decision to increase the original score to 4.5 and aligns with the KPMG assessment of the position currently evidenced. Work is taking place to evidence all elements of excellent practice, and demonstrates the commitment to deliver the necessary improvements by the time of the TDA Board to Board in December 2013. (date to be confirmed shortly)

### 5.2 October Submission.

5.2.1 The Trust provided a detailed schedule of evidence documents to the NTDA as evidence of the Trust's fitness to continue its journey to achieving FT status. These documents have been received and the effort on collating the necessary documents has been acknowledged by the TDA.

### 5.3 FT Application Process Map

5.3.1 This is attached for reference, and key dates and activity are recorded. This is an evolving document as we respond to the emerging and shifting landscape. We are provided with this information by the NTDA through regular/weekly teleconference meetings and monthly Oversight Meetings. This will be updated and circulated.

You are asked to note the following key:

- Mock Board to Board KPMG/AWP 13<sup>th</sup> November 2013
- Mock Board to Board AWP/NTA Early December (to be confirmed)
- Formal Board to Board Q 4
- Monitor Submission Q 1 2014.

Work is taking place to provide the Board with reference notes around the Key Lines of Enquiry which the TDA will be testing.

## 6. Recommendation

6.1. That the Board receives this report for information