

'You matter, we care'

Trust Board Meeting (Part 1)	Date:
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Title:	Report of the Foundation Trust Steering Group
Item:	BD/13/252

Executive Director lead and presenter	Emma Roberts – Director for Corporate Affairs, Company Secretary
Report author(s)	Moira McMurrans- FT Project Manager.

History:	
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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 Foundation Trust. This is the seventh 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 of 16609. The process for the election of a Shadow Council of Governors commences in January 2014.</p>

This report addresses these Strategic Objectives:

Consolidate	x
Integrate	
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	x

1. Background

1.1. This report brings forward key highlights from the FT Steering Group which met on 12th November 2013.

2. FT Programme Leadership.

The FT Steering Group was convened by the Board, and has continued to meet regularly. It's function is to oversee:

2.1 The NTDA and Monitor Application Processes and related guidance

2.1.2 External assessments requirements and reports, and the monthly Oversight process.

2.1.3 The status/progress of the FT work programme

2.1.4 Board preparation for the NTDA and Monitor assessment process

3. FT Work Programme

3.1. Following entry in the formal process to the NTDA on 01.10.13 we work closely with the TDA ensuring availability of required information.

3.2. A number of dates are being crystallised as we progress through the Foundation Trust Journey and these are updated on the FT Application Process Map. However the NTDA acknowledges that it there is an element of challenge in being definitive about dates and events this far in advance, and our two organisations continue to work closely together to progress this.

3.3 Feedback from FT delivery group: group continues to move forward to delivery and is aware of requirements and timelines.

3.4 Progress continues with evidencing further improvements in relation to the Board Governance and Quality Governance Action Plans.

4. Governors and Progressing Elections

4.1. Elections process is planned to commence in January 2014 working with Electoral Reforms Service for a Shadow Council of Governors.

5. FT Application Process Map

5.1. This is attached for reference, and key dates and activity are recorded: this is an organic document that will become more populated as details are confirmed in response to the emerging and shifting landscape. We maintain regular contact with the NTDA, weekly teleconferences and monthly Oversight meetings.

The Board is asked to note the following key dates in the FT Journey:

Mock Board to Board	13 th November 2013 KPMG/AWP
Mock Board to Board	13 th December 2013 NTDA/AWP (Taunton)
Quality Desktop Exercise	5 th December 2013 (NTDA Quality Leads)
Clinical Quality Visits	17 th January 2014 (TDA at AWP)

6. Recommendation

6.1. That the Board receives this report for information.