

**'You matter, we care'**

Trust Board Meeting (Part 1 )	Date: 18.12.2013
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Title:	Report of the Foundation Trust Steering Group
Item:	BD/13/281

Executive Director lead and presenter	Anthony Gallagher – Trust Chair Emma Roberts – Director of Corporate Services, Company Secretary
Report author(s)	Moira McMurran – Foundation Trust Project Manager

History:	<i>Executive Team Meeting 10.12.2013</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 <b>16,591</b> members.</p>

This report addresses these Strategic Priorities:	
We will deliver the best care	X
We will support and develop our staff	X
We will continually improve what we do	X
We will use our resources wisely	X
We will be future focussed	X

## 1. Background

1.1. This report brings forward key highlights from the FT Steering Group, which met on 12<sup>th</sup> November 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 and includes 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 November.

## 4. FT Timeline and NTDA Status Update

4.1. **Mock Board to Board Meeting.** The Board met with the consultancy firm KPMG in a mock Board to Board meeting on 13.11.13. The purpose of this meeting was to simulate the Monitor Board to Board process, and provide the opportunity for development and practice. This was well attended, dynamically forceful and a vigorous questioning session ensued. Non-executive Board members were paired with the relevant Executive Leads as leads their relevant given areas.

4.2 KPMG provided feedback to the Board and offered developmental recommendations.

4.3 Key lines of enquiry are to include Finance, Quality and Staff engagement.

4.4 Committee Observation: During October and November, KPMG attended both Quality and Standards and Finance and Planning committees in order to observe how these meetings were conducted. Very positive feedback was provided, having observed active meetings that were dynamic, well run with plenty of challenge. The Chairs of the committees, in addition, provide reports to the Board.

4.5 TDA Desk-top Review Exercise takes place on 5<sup>th</sup> December 2013. The Trust is not required to attend this national teleconference. Rather, the TDA will act as the Trust's advocate in this matter. This process forms a key stage in the Foundation Trust Application Journey: AWP has been required to provide detailed and in depth

information in support of our application particularly in relation to Quality. Following this review, developmental needs will be identified and support will be offered to the Trust.

## **5. Membership and Governor Activity**

5.1 It has been agreed to proceed with the necessary activity to appoint a Shadow Council of Governors, and a communications and development plan has been drafted. The purpose of this plan is to agree a range of activities to support shadow governors in acquiring the skills and knowledge needed to execute their responsibilities effectively as a council of governors once Avon and Wiltshire Mental Health Partnership NHS Trust ('the trust') achieves Foundation Trust status.

5.2 A number of engagement events have been planned right across the Trust operational area. The purpose of these events is to inform and involve Trust members of the forthcoming governor elections process and to engender interest in standing for governor. These are supported by Local Delivery units teams and included involvement workers, LDA management leads and clinical teams.

5.3 The elections process is set to commence in April 2014 and will be provided by ERS (Electoral Reform Services)

## **6. Recommendations**

6.1. The Board is asked to receive the report for information.