

'You matter, we care'

Trust Board Meeting (Part 1)	Date: 26 th March 2014
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Title:	Report of the Foundation Trust Steering Group
Item:	BD/13/372

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

History:	<i>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.</i>
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This report is for:	
Decision	
Discussion	
To Note	x

Executive Summary of key issues

This report outlines the progress made on reviewing the FT work programme and structures to deliver a sustainable, licensed NHS FT. This is the 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.

This report provides an update on the FT Journey and timeline to date, and highlights key milestones approaching. This includes plans to prepare for Chief Inspector of Hospitals inspection, although the Trust still awaits confirmed dates.

Areas for escalation to Board are included in recommendations contained at the end of the report.

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

This report brings forward key highlights from the FT Steering Group, which met on 11th March 2014.

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 include the whole Executive Team.

3. FT Timeline and NTDA Status Update

3.1. Business Planning Processes

3.1.1 Submission of Draft 2 Y Operating Plan to TDA

The draft version of the Trust's two year Operating Plan was submitted to NHS Trust Development Authority (TDA) on 5th March 2014 in line with the guidelines provided by TDA. We expect to receive their written feedback on Friday 20th March.

3.1.2 Amendments will be made following TDA feedback, and work is underway to ensure that final version is delivered to TDA by 4th April 2014.

3.1.3 The final Operating Plan submission will have been subject to robust assurance processes:

- SMT 19th March 2014
- Finance and Planning Committee 21st March 2014
- Review by Quality and Standards and Employee Strategy and Engagement Committee members.
- Trust Board 26th March 2014.

3.1.3 Revised 5 Y IBP

Work is underway to produce the revised Integrated Business Plan (Five year Operating plan). It will incorporate and expand upon the content of the two year Operating Plan mentioned above.

Plans are in place to ensure that the final version of the IBP will be subjected to robust assurance processes including all relevant Board Committees, and will meet the delivery deadline in June 2014.

3.2 Preparation for expected CQC Chief Inspector of Hospital Inspection

3.2.1 Following the AWP/TDA Board to Board in December 2013, and the Clinical Quality Visits in January, TDA has confirmed that it is happy to support AWP's progress in the FT pipeline to the CQC Chief inspectors of Hospitals Inspection.

We have received confirmation from the CQC that we will be inspected in Quarter one of the next financial year. We await notification of the date and proposed plans for the Inspection. Subject to a positive outcome, TDA will move forward with the Trust in supporting our final FT application to go proceed to Monitor stage of the process.

The TDA acknowledges the hard work and effort put in by the Trust, and it continues to be supportive of AWP, recognising the effort and progress that has already been achieved.

3.2.2 In readiness for the Inspection, a Project Team has been formed, led by Alan Metherall, Acting Director of Nursing and including other Executive Directors and senior staff. This group meets fortnightly, and will step up frequency to weekly once dates have been confirmed. 5 key work streams have been identified and have appropriate assigned leads.

- Logistics
- Data preparation
- Communication
- Quality Visits action Plan
- LDU involvement and cascade

3.2.3 Work is taking place to gather information and intelligence to prepare for the Inspection. This includes networking with other NHS trusts that have recently been inspected, and learning from Dr Julie Hankin following her recent work with the CQC.

Whilst this is an emerging picture, we anticipate that the Trust will be provided with 8 weeks' notice of the Inspection, during which time we will be tasked with providing extensive evidence documents. From this and from consultation work taking place, the CQC will gain and understanding of AWP and develop Key Lines of Enquiry which will inform the basis for their inspection. This will shape the plan of their assessment with AWP.

We know that this will be intensive and we are preparing accordingly; amongst other activities it will involve focused interviews with Executive Directors, staff focus groups, and detailed inspections of Trust operations sites, and we will need to provide 'hubs' in the trust from which the team of inspectors is able to operate.

Learning from others trusts suggests that we can anticipate a large team of inspectors which will include subject experts from a range of specialisms and service user experts.

Following the week long inspection, verbal feedback will be provided, followed by in depth written feedback within 4 weeks of the inspection, then by a Quality Summit.

4. BGAF/QGAF refresh

- 4.1.** This work stream currently involves reviewing any outstanding Quality Governance and Board Governance actions and evidence. This will then be the subject of further validation by external assessors KPMG.
- 4.2.** The final iteration will be reviewed by the board in April after Quality and Standards Committee in the same month. Appropriate robust assurance and challenge of the evidence identified to support compliance will be undertaken at executive and board level.

5. Membership Update

5.1. Membership total: 17,079 (at 3rd March 2014)

Membership continues to remain steady, with a focus on ensuring a membership representative of our population's diversity as the on-going priority.

- 5.2.** The members' Update newsletter has recently been published (6th May) targeting all members to make sure that they are informed about our news and progress, and asking them to state a preference in how we issue this going forward. At the same time members have been invited to validate the data held and provide up to date contact details.

- 5.3.** A programme of external community information sessions and internal staff departmental meetings has been attended by the Membership team to promote messages around governorship and future candidacy. Bristol members have also been invited to three sessions during March intended to inform members about the Bristol Partnership.

- 5.4.** In addition, six further member meetings have been scheduled across the AWP localities during April and May. This provides an opportunity for members to play an active role in involvement in assessing the Trust's refreshed equality and diversity approach.

- 5.5.** Consideration around the options for a Trust member magazine to replace 'Our Voice' has recently been initiated.

Work with the Trust Involvement Team continues with a view to ensuring that the current Trustwide engagement structures are optimally placed to ensure a smooth transition to the requirements of Foundation Trust Governance. This includes the Trust Chairman taking the Chair of the Trustwide Involvement Group.

6. Recommendations – issues to escalate to Board.

The Board is asked to note the content of this report, and to consider the following items.

1. The Governor and Foundation Trust Governance arrangements to be discussed at Board Seminar in April 2014.
2. The Steering Group has not received any written advice on the date or content of the forthcoming Chief Inspector of Hospitals Inspection.
3. BGAF timelines and actions are to be updated.