

ITEM: 3

**MEETING:** Trust Board  
16 January 2008

**TITLE:** Foundation Trust application

**SUMMARY:** This paper provides an update to the Board on the trust's application to be authorised as a Foundation Trust.

### 1. Monitor assessment

Following the stage 1 assessment, notification of the Secretary of State's support for proceeding to the Monitor assessment stage was received on 17 December 2007. Instructions for submitting an initial application to Monitor have also been received, including an indicative timetable for the processing of wave 7 applications. They will be batched into three groups to be assessed for authorisation on 1st April, 1st May or 1st June 2008.

The batching will be based on a desktop review of documents submitted at the beginning of January. These were the Integrated Business Plan previously assessed by the Department of Health in November 2007 and the draft Constitution. A telephone interview with the Chief Executive and the Director of Finance took place on 9 January. We are hoping to be advised of the Group allocation before the Trust Board meeting.

### 2. Governance documentation

Following discussions at the last meeting of the FT Project Board (17 December) and the Trust Board seminar (19 December), the governance documentation has been further developed, including the draft constitution, and codes of conduct for the Board of Directors and Council of Governors. The membership strategy has also been updated to reflect the plan for the second stage of membership recruitment and development. As these detailed documents are still very much in draft form, we are circulating them on CDs. Library copies will be available in the Trust offices for Board members to consult.

### 3. Foundation Trust Project Board

Updated terms of reference were endorsed by the Project Board and are attached as Appendix 1 for Trust Board consideration and approval. Joe Liddane will take over the chair and one other non-executive director will be appointed to the project board.

To conform with the FT Code of Governance and to ensure that the role of Company Secretary is provided during the shadow period, the Project Board endorsed a proposal that Susan Sorensen should be the designated Company Secretary within the current remit of the FT Project Director. There will be further consideration by the

Project Board of the FT administrative infrastructure. Meanwhile a guidance note on the role of the Board Secretary is attached for information. (Appendix 2)

#### 4. Membership

Patient and public membership stood at 3,152 on 8 January. Recruitment is being maintained at a steady level and the staff ambassador scheme continues to attract support. It is anticipated that the target membership of 4,000 will be comfortably achieved by the time of authorisation. The first edition of "Horizons", the FT members' newsletter, has been published and distributed along with a membership confirmation form and notification of the forthcoming elections for the Council of Governors.

#### 5. Elections

The Trust has engaged the Electoral Reform Society to conduct the elections to the Council of Governors. The outline timetable is as follows:

28 January	Notification of election and call for nominations
12 February	Closing date for nominations
4 March	Distribution of voting packs to members
21 March	Closing date for receipt of votes
24 March	Announcement of results

This timetable is consistent with the possibility of 1st April authorisation.

#### **ACTION:**

The Trust Board is asked to:

- (i) note the update on the application process
- (ii) note the latest governance documentation
- (iii) approve the updated Terms of Reference of the FT project Board
- (iv) approve the appointment of the Director of Strategy and Performance as interim Company Secretary
- (v) note the latest position on membership
- (vi) note the election timetable

**REPORT FROM:** Susan Sorensen, Director of Strategy and Performance

**SPONSORED BY:** David Sloman, Chief Executive

#### **Financial Validation**

Lead: Director of Finance

N/a

#### **Compliance with statute, directions, policy, guidance**

Lead: All directors

FT application guidance

<p><b>Compliance with Healthcare Commission Core/Developmental Standards</b></p> <p>Lead: Director of Nursing &amp; Clinical Development</p>	<p><b>Reference:</b></p> <p>N/a</p>
<p><b>Compliance with Auditors' Local Evaluation standards (ALE)</b></p> <p>Lead: Director of Finance</p>	<p><b>Reference:</b></p> <p>N/a</p>
<p><b>Compliance with requirements of FT application and monitoring regime</b></p> <p>Lead: Director of Strategy &amp; Performance</p>	<p><b>Reference:</b></p> <p>FT application guidance FT Code of Governance</p>