

The Whittington Hospital NHS Trust

FOUNDATION TRUST PROGRAMME BOARD: TERMS OF REFERENCE 5TH Edition May 2008

1. Overall Objective

To act as the oversight Board, on behalf on the Trust Board, for the management of the Foundation Trust application process.

2. Terms of reference

- 2.1 To develop a robust project structure identifying work streams and responsible leads
- 2.2 To oversee project implementation to ensure that the Foundation Trust application process is delivered within agreed time lines, meeting key milestones and that the Trust Board is kept fully informed of progress on a monthly basis.
- 2.3 To oversee the development of the Trust's five-year Foundation Trust Integrated Business Plan and long term financial model, ensuring all interdependencies are recognised and included, testing its assumptions, its commercial robustness and ensuring that the impact of any changes in the healthcare environment are incorporated
- 2.4 To oversee the integration of the components of the Trust's business development plan and to ensure that the longer-term strategy is consistent and applicable with the requirements for Foundation Trust status, particularly relating to long-term financial projections
- 2.5 To ensure that the Trust's annual business plan and service agreements with PCTs are consistent with the assumptions underpinning the Foundation Trust application, particularly the working capital models
- 2.6 To oversee the development of appropriate Governance arrangements including membership strategy and Trust Constitution recommending changes as required
- 2.7 To monitor the risks associated with the programme and review mitigating action plans ensuring Trust Board are kept fully informed
- 2.8 To scrutinize and approve all Foundation Trust submissions keeping the Trust Board fully informed.
- 2.9 To keep a regular check on news release, publications, board decisions and guidance on the Monitor website and report any significant developments.

3. Core Membership

Chair:	David Sloman	Chief Executive
	Susan Sorensen	Director of Strategy & Performance (Project Director)
	Richard Martin	Director of Finance
	Fiona Elliott	Deputy Director of Strategy & Performance

Other directors will be co-opted as required.

4. Frequency

It is proposed that the Group should meet at least fortnightly to ensure the project progresses to time.

5. Accountability

The Group will report to the Trust Board and has delegated responsibility to make decisions on behalf of the Trust Board for subsequent ratification.

6. Resources

The detailed project work will be undertaken by designated project teams. The development of the LTFM will be led by Richard Martin, with external technical support from KPMG and internal testing of assumptions by the Business Planning Group (BPG) reporting to ET. Implementation of the governance action plan arising from the Ernst & Young review will be led by Susan Sorensen. The membership development project will be led by Fiona Elliott. The role of the fortnightly FT Programme Board will be to ensure that planned timescales are adhered to and to take key strategic decisions relating to the material risks identified in the IBP.

9 May 2008