

**ITEM: 11/009**  
**Doc: 06**

**Meeting:** Trust Board  
**Date:** 26 January 2011

**Title:** **Foundation Trust Programme**

**Executive Summary:** The Trust Board will remember that our Foundation Trust (FT) trajectory was submitted to NHS London in November 2010. Consideration has been given as to the work streams that will be required to deliver full integration of the ICO and ensure the Trust achieves FT status by 1 April 2013.

There are currently three standing sub-committees of the Board: the Audit Committee, the Trust Board Appointments and Remuneration Committee, and the Executive Committee. In addition, there is provision in the standing orders for the establishment of ad hoc committees reporting directly to the Board. It is suggested that the Board approves the formal establishment of the Foundation Trust Programme Board (FTPB) to oversee the programme of activities. The programme structure is illustrated in the attached chart (Appendix1) which also indicates the Director leads for each of the sub projects.

The final membership, programme office arrangements and terms of reference of the FTPB are currently being reviewed. These will be discussed at the first meeting of the newly-constituted committee on 27 January and submitted to the March Trust Board for ratification.

An outline brief for each of the sub projects is included at Appendix 2. To ensure that there is clarity about the management of the different sub projects and explicit assignment of responsibility for monitoring and providing assurance the senior responsible officers have been asked to provide the following to the inaugural meeting of the FTPB:

- Terms of Reference
- An action plan for the project
- Project team membership
- Any identified gaps in capacity/skill that might put delivery of the project at risk
- Project interdependencies
- Indicative time line
- The start of a risk log
- Early warning of cost pressures such as legal advice, staff backfill, external consultant input etc

The FTPB will receive submissions and undertake a fitness for purpose review of the various groups as part of the review of risk management arrangements.

**Action:** The Trust Board is asked to note the revised committee structure and approve formally establishing the FT Programme Board as a sub committee of the Trust Board.

<b>Report from:</b>	Fiona Smith Director of Planning & Performance
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<b>Sponsor:</b>	Rob Larkman Chief Executive
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<b>Financial Validation</b> Lead: Director of Finance	N/a
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<b>Compliance with statute, directions, policy, guidance</b> Lead: All directors	<b>Reference:</b> Monitor guidance (Code of Governance)
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<b>Compliance with Auditors' Local Evaluation standards (ALE)</b> Lead: Director of Finance	<b>Reference:</b> N/a
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<b>Evidence for self-certification under the Monitor compliance regime</b> Lead: All directors	<b>Compliance framework reference:</b> N/a
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