

ITEM: 11

MEETING:
Trust Board
18 January 2006

TITLE: FT Diagnostic Project Plans

SUMMARY:

This paper sets out the Trusts requirements and Project Management plans for the FT Diagnostic programme.

ACTION: Approval of action plans

REPORT FROM: David Sloman, Chief Executive



1. INTRODUCTION

This paper updates the Board on the Foundation Trust application and the Whole Health Economy Diagnostic (the FT Diagnostic) process.

2. WHERE ARE WE NOW?

At its November meeting the Trust Board made a decision to apply for Foundation Trust status as part of wave 3 A. An inaugural all day event for potential wave 3A applicants will be held on Thursday 26th January and will be attended by the Chairman, Vice Chairman, and Chief Executive.

At the December Board away day the FT Diagnostic was launched within the Trust following the sector wide launch at the Chairs and CEOs meeting on the 13th December. Slides from the presentation made by John Pope at the away day are attached at Appendix 1.

3. THE FT DIAGNOSTIC

In summary the FT Diagnostic is a developmental process which intends to build the required FT skills in all NHS Trusts. The diagnostic will give an indication of our state of readiness to pursue an FT application and will produce an associated action plan and indicative time line for our application. All potential FT applicants are expected to undergo the FT Diagnostic.

Attached at Appendix 2 is the Trust FT Diagnostic Project Plan. The Project Director is Susan Sorensen and the Project Manager is Jon Green. The FT Diagnostic culminates in a Board to Bard meeting on the afternoon of 15th March. This date should be in the diaries of all Board member.

The Diagnostic will focus on the four key areas of:

- **The Business Plan**

The Provider Sustainability Plan (PSP) will form the basis of the business planning element of the FT Diagnostic. The first draft has been submitted to the SHA and initial feedback has been received. The next iteration is under development for approval by the Executive Team before resubmission to the SHA and final approval at the March meeting of the Trust Board. A presentation on the PSP will be given at today's Board meeting.

- **Governance**

A self assessment questionnaire has been received for completion by the Chairman and Chief Executive and endorsement by the Board. The questionnaire must be returned by February 3rd.

Later this month a Board self-assessment questionnaire will be sent to each board member for completion on-line.

As part of this element of the diagnostic process a member of the FT Diagnostic team will observe today's Board meeting.

- **Service Performance**

The FT Diagnostic team are undertaking a desktop review of the Trust performance issues.

- **External Relationships**

A self assessment questionnaire has been received that must be returned by February 3rd.

A full day visit by the FT Diagnostic Team to the Trust is scheduled for Friday 27th January where all areas of the Diagnostic will be explored with key Trust personnel.

The programme for the day is attached at Appendix 3.

4. PROJECT MANAGEMENT ARRANGEMENTS

As discussed at the December away day an FT Project Board will be established to manage the FT application process, including the FT Diagnostic process.

The Project Board will replace the Business Strategy Committee (BSC). In discussion with the Chairman and Vice Chairman, the Chief Executive will ensure that any work previously undertaken by the BSC that falls outwith the FT application process is appropriately picked up elsewhere.

The Project Board will be chaired by Peter Farmer and will have a core membership of Narendra Makanji, David Sloman, Susan Sorensen, Margaret Boltwood and Jon Green. Papers will be made available electronically to all Board members. Other Board members will be invited to attend specific Project Board meetings as appropriate. The First meeting of the Project Board will take place on Wednesday 18 January.

The weekly Executive Team meeting will take on the role of the Project Team with the support of the Business Planning Core Team. The Executive Team is chaired by David Sloman and the Business Planning Core Team is chaired by Susan Sorensen.

5. ACTION

The Board is asked to:

1. Note the Trust FT Diagnostic Project Plan attached at Appendix 2
2. Note the programme for the FT Diagnostic visit of 27th January attached at Appendix 3 and confirm attendance

3. Approve the project management arrangements
4. Delegate authority to the FT Project Board to sign off FT Diagnostic self- assessments on behalf of the Board.
5. Confirm attendance for the Board to Board meeting on 15th March.
6. Note that the board seminar due for 15 February, where it is proposed to run a dummy board to board, falls on a day when a number of key staff are absent and agree a revised seminar date of provisionally 22 February.