

DRAFT

The Whittington Hospital NHS Trust

FOUNDATION TRUST PROJECT BOARD: TERMS OF REFERENCE 2nd Edition May 2007

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
- 2.3 To steer 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 evaluate progress with Governance arrangements including membership strategy and Trust Constitution recommending changes as required
- 2.7 To monitor the risks associated with the application process 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.

3. Core Membership

Chair:	Peter Farmer	Vice-Chairman of the Trust Board
	Narendra Makanji	Chairman of Trust Board
	David Sloman	Chief Executive
	Susan Sorensen	Director of Strategy & Performance (Project Director)
	Richard Martin	Director of Finance
	Margaret Boltwood	Director of HR and Corporate Affairs
	Fiona Elliott	Acting Deputy Director of Strategy & Performance

Other directors will be co-opted as required and additional Non Executive Directors as deemed necessary by the chair.

4. Frequency

It is proposed that the Group should meet at least monthly to ratify decisions on behalf of the Trust Board and more frequently as circumstances demand.

5. Accountability

The Group will report to the Trust Board.

6. Resources

The weekly Project Management of the application process will be conducted through the Executive Team meeting supported by the Business Planning Group. The Executive Team is chaired by David Sloman and the Business Planning Group is chaired by Susan Sorensen. A project administrator will be recruited as a matter of priority.