

---

**Public Board Meeting 18 December 2008**

## **Foundation Trust Application**

**Presented by: David McNeil, Director of Corporate Affairs**

---

### **1. Purpose**

- 1.1. The purpose of this report is to update the Board on the progress of the application for Foundation Trust status and to make recommendation for an amended timetable for the production of the Outline Business Case (OBC) for the new acute hospital for west Hertfordshire.

### **2. New Guidance**

- 2.1. Monitor has produced new guidance on the Foundation Trust Application Process. We are working closely with the Strategic Health Authority to determine the full implication of the revised guidance but are confident that the changes have been anticipated correctly and that we are able to continue to meet the timetable and be before the Department of Health Applications Committee in May 09.

### **3. Integrated Business Plan (IBP)**

- 3.1. The Board agreed the submission of the first draft of the IBP in January 2008. Version 3 is being written and will include outputs from the Corporate Strategic group (C-Strat) and horizon scanning at a clinical level will provide evidence to support service development plans.
- 3.2. The IBP provides details of our strategic and financial plans in a way that ensures we meet Monitor's requirements and once agreed with the SHA will form the basis of the formal application to the Secretary of State. As such the IBP is the primary document for the Board to use in preparation for the assessment process and consists of the following chapters:
  1. Executive Summary
  2. Trust Profile
  3. Strategy
  4. Market Assessment
  5. Service Development Plans
  6. Financial Plans
  7. Risks
  8. Leadership and Workforce
  9. Governance Arrangements
- 3.3. The IBP Project Team is overseeing the production of the document and reports to the FT Project Board, each section is being written by the relevant and appropriate team and all have leadership at Executive level. In addition we

are in the process of procuring additional support to review and critique our current Market Assessment.

- 3.4. All planning assumptions underpin both the IBP and the OBC for the new hospital

## **4. Revised Timetable for the Outline Business Case for the New Hospital**

- 4.1. The New Hospital Programme Board is recommending an extension to the Private Finance Initiative (PFI) submission for the Outline Business Case (OBC) for the new acute hospital for west Hertfordshire on the Watford site to the end of 2009.
- 4.2. Influencing factors included enabling the organisation to focus more fully on the impact of opening the Acute Admissions Unit and the opportunity to confirm the model of care for the new hospital.
- 4.3. Extending this element of the programme will give the opportunity for an enhanced business case to be taken to a potentially more settled financial market.
- 4.4. The Foundation Trust Programme Board is satisfied that this extension will have no material impact on the success of FT application.

## **5. Consultation**

- 5.1. The Trust has agreed an addendum to the consultation following initial responses from both residents and non-residents of west Hertfordshire. In place of the 'Out of Area Patient (& their Carers) Category' we now propose a '7<sup>th</sup> Public Constituency Out of west Hertfordshire Area'. We are extending the consultation period to the end of February to take full advantage of Membership recruitment opportunities and to hear peoples' views on our revised proposal. The full Addendum is attached at Appendix A.

## **6. Membership**

- 6.1. Current Membership is at 1800 and growth continues to be steady. Numbers are expected to increase significantly following the addition to the team of a Membership Manager. The appointment is expected to be made in December and that the successful applicant will take up post in the New Year.

## **7. Role of Governors**

- 7.1. A Project Team reporting to the Project Board has been established to further explore the expectations and role of Governors and will meet in the New Year. This team will include Champions from the Leadership Academy and patient and Member representatives.

## 8. Timetable and Next Steps

8.1. The following table shows all current confirmed dates for the Board for the Foundation Trust Application:

Date	Meeting	Time	Location
19 Jan 09	FT Development day, pre-meet for Mock SHA Board to Board	2pm – 5pm	PPP Lecture Theatre, Post Grad, HHGH
26 Jan 09	Mock SHA Board to Board with Steve Dunn – Director of Strategy Steve Clark – Director of Finance	9.30am – 11.30am	PPP Lecture Theatre, Post Grad, HHGH
29 Jan 09	FT Development Day – overnight stay	9am – 5pm	Holiday Inn, Hemel Hempstead (TBC)
30 Jan 09	Ft Development Day – morning meeting only	9am – 12pm	Holiday Inn, Hemel Hempstead (TBC)
19 Feb 09	Board Development Day	9am – 5pm	Medical Education Centre, Watford General Hospital
26 Feb 09	FT Board Development Day	10am – 5pm	Post Grad Centre, St Albans City Hospital
TBC week of 16 – 20 Mar 09	Mock Board to Board with External Advisers	TBC	TBC
2 April 09	FT Board Development Day	10am – 5pm	Post Grad Centre, St Albans City Hospital
14 April 09	FT Board Development Day, pre-meet for SHA Board to Board	9am – 5pm	TBC
15 April 09	SHA Board to Board	3pm	SHA, Fulbourn, Cambridge
15 May 09	DH Applications Committee	For Information only	
* Summer	Monitor Board to Board	TBC	London

8.2. Please note that we are not able to confirm the month of the Board to Board with Monitor this will depend on a number of factors including the recently issued new guidance. It is still anticipated that the Monitor B2B will be held at week 8 of the 12-week assessment process, which will follow the DH Applications Committee.

## **9. Recommendations**

- 9.1. The Board are asked to note the contents of this report and to agree the new timeline for the OBC for the new acute hospital for west Hertfordshire.

**David McNeil**

Director of Corporate Affairs

December 2008