

COUNCIL OF GOVERNORS' MEETING

13 AUGUST 2015

Paper Title:	Annual Plan Priorities and Preparation
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Agenda Item:	7
Presented For:	Discussion

PURPOSE OF THIS PAPER:

This report outlines the planning requirements for foundation trusts and summarises governors' roles in relation to the development of plans.

The report sets out the process and timetable to produce Bradford District Care NHS Foundation Trust's operational plan for 2016/17.

EXECUTIVE SUMMARY:

The Role of Annual Planning

Monitor, the foundation trust regulator, expects foundation trusts to have a well-articulated vision for change (a strategic plan), robustly underpinned by a clear and coherent roadmap for delivery (a detailed operational plan). Both strategic and operational plans form a core part of Monitor's planning cycle for foundation trusts. Operational plans are requested annually, and strategic plans at less frequent intervals.

The Trust's operational plan provides an overview of activities in the coming year, set in the context of the organisation's five year Integrated Business Plan. The operational plan defines what the Trust wants to achieve during the year, articulates how these objectives will be met, provides the supporting financial plans and details any major risks to compliance with the Trust's licence, including how the organisation intends to address these risks.

As well as being an important internal planning document, the operational plan supports communication of the Trust's strategy and ambitions to external stakeholders. A summary of the Trust's 2015/16 operational plan and a series of supporting videos are available on the Trust's website - <http://www.bdct.nhs.uk/our-operational-plan>

Role of Governors in Development of Plans

Monitor outlines that preparation of a foundation trust's forward plan is led by the board, but that "directors must have regard to the views of the council of governors. This means that governors should have the opportunity to discuss the plan, but it can be implemented without their approval." (Your statutory duties: a reference guide for NHS foundation trust governors, Monitor, August 2013)

The council of governors' role is to ensure that the interests of members of the NHS foundation trust, and of the public, are considered when the trust proposes strategic developments. Governors should seek to canvass the opinions of members and of the public (and, for appointed governors, the body they represent), to make sure a range of opinions inform the planning process. They might do this by, for example, holding constituency meetings or open days, putting questionnaires on the trust website, or simply by talking to staff and the public throughout the year to understand what they would like to see the trust achieve in the future. However, this is for the trust and governors to agree locally. Governors must feed back the views of members of the NHS foundation trust, and of the public, to the board of directors.

Once the NHS foundation trust has submitted its forward planning information to Monitor, the council of governors should inform stakeholders of the NHS foundation trust's forward planning, and the reasoning behind it.

Process to Produce Trust's 2016/17 Operational Plan

The process of developing, approving, implementing and reviewing operational plans at all levels in the Trust is an on-going and linked process. The diagram below shows the connectivity between the Integrated Business Plan and operational plans at corporate, locality/directorate and individual levels.



Locality/directorate plans for both operational services and corporate departments capture key assumptions, developments, milestones, cost improvement targets, key performance indicators, financial activity and workforce plans for delivery in the coming year, reflecting staff and stakeholder views.

Planning Timetable

The high level timetable for production of the Trust's 2016/17 operational plan is outlined in the table below. Each autumn, Monitor and NHS England publish planning guidance setting out their expectations, requirements and process for the planning round. We will review the Trust's timetable following publication of the national planning documents.

Timeframe	Actions
July to September 2015	Finance, Business & Investment (FBI) Committee and Directors review planning and budget setting process
	Council of Governors consider their duties in relation to the operational plan
September to October 2015	Identify Trust's contract development priorities. Agree contract negotiation process and timescale with commissioners
	Commence operational planning process
November 2015	Deputy Directors and their teams develop locality and directorate plans
	Budget setting including identification of financial pressures
	Contract negotiations (ongoing)
	Council of Governors review detail of key objectives for 2016/17
December 2015	Deputy Directors complete draft locality/directorate plans
	FBI Committee reviews high level financial planning assumptions
	National planning guidance published and impact on current plans assessed (date to be confirmed)
	Contract negotiations (ongoing). Agree heads of terms for 2016/17 contracts
January 2016	Contract negotiations (ongoing)
	Plans for each locality/directorate shared with Board, deputy directors and senior clinicians
February 2016	Sign off detailed locality/directorate budgets including final cost improvement plan
	Council of Governors review full draft 2016/17 plan
	FBI Committee and Trust Board review full draft plan including draft financial and capital plans
	Anticipated submission of full draft plan to Monitor
	Contract negotiations conclude and contracts signed
March 2016	Trust Board approves 2016/17 plan
April 2016	Anticipated submission of full <u>final</u> plan to Monitor
April to May 2016	Communication of Trust plan internally and externally
	Review of operational plans by Monitor

RECOMMENDATIONS:

That the Council of Governors:

- Notes the annual planning process and timetable.