

## SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

## EXECUTIVE SUMMARY

REPORT TO THE COUNCIL OF GOVERNORS – TUESDAY 11 FEBRUARY 2014

<b>Subject</b>	The 2014/15 Planning Process – Governor and Member Engagement
<b>Supporting TEG Member</b>	Kirsten Major, Director of Strategy & Operations
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<b>Status<sup>1</sup></b>	A

**PURPOSE OF THE REPORT:**

This paper describes the proposed approach to the involvement of Governors in the completion of the 2014/15 planning process.

**KEY POINTS:**

Sheffield Teaching Hospital NHS Foundation Trust (STH) is required to submit forward planning information to Monitor each financial year.

In preparing the plan Directors must have regard to the views of the Council of Governors. The Council of Governors' role is to ensure that the interests of members and of the public are considered in this process.

The proposed process for 2014/15 is for Governors to canvass the opinions of Members and of the public and for this to feed into a workshop to be held with the Governors and the Board.

**IMPLICATIONS:**

AIM OF THE STHFT CORPORATE STRATEGY 2012-2017		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Deliver Excellent Research, Education & Innovation	✓

**RECOMMENDATION(S):**

The council of governors is asked to:

- a) Note the forward planning requirements for 2014/15 and
- b) Agree to the proposed approach for engagement with Governors and Members and arranging a workshop for **Monday 14 April, 5.30 pm to 7.30 pm.**

**APPROVAL PROCESS:**

Meeting	Date	Approved Y/N
Council of Governors	11 February 2014	

# Sheffield Teaching Hospital NHS Foundation Trust

## The 2014/15 Planning Process – Governor and Member Engagement

### 1. Introduction

The National Health Service Act 2006, as amended, requires NHS Foundation Trusts to submit each financial year to Monitor, forward planning information. This is often referred to as the Annual Plan and includes forecast financial performance, details of any major risks to compliance with the licence and how the trust intends to address these risks.

Monitor's *Code of Governance* states that governors can “*expect to be consulted on the development of forward plans for the trust and any significant changes to the delivery of the trust's business plan*”. In doing so 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 does not require their approval.

This paper describes the proposed approach to the involvement of Governors in the completion of the 2014/15 planning process. It is based on legal requirements contained in *Your statutory duties. A reference guide for NHS foundation trust governors* published by Monitor<sup>1</sup>.

### 2. What Is Required

For 2014/15 STH is required to produce a two year operational plan by 4 April 2014 (for 2014/15 to 2015/16) and in addition a five year strategic plan is required by 30 June 2014 (for 2014/15 to 2018/19). This is a change from previous years in both content and timeline where a single three year submission was required at the end of May.

Forward planning is the responsibility of the Board and whilst they are not obliged to incorporate all the Governors' comments into the final forward plan, the Board must pay attention to the Council of Governors' views. The amount of weight Directors give to the governors' views is up to the Directors, but they must, at least, consider them.

### 3. The Role of the Governor

The Governors' role is to ensure that the interests of members and of the public are considered when the trust proposes strategic developments. How to do this is for STH and Governors to agree locally but generally includes:

- Governors canvassing the opinions of members and of the public
- Governors and the Board to discuss planning priorities

Once STH has submitted the forward plan to Monitor, the Council of Governors should inform stakeholders of the forward planning priorities, and the reasoning behind it.

### 4. Planned Approach

It is proposed that the focus of attention for the Governors should be the five year strategic plan (for 2014/15 to 2018/19). This is due to the operational nature of the 2 year plan, the shortened timescales in which to deliver it and that the strategic plan covers the whole planning timeframe. This will allow for views of the Governors and Members to be considered appropriately.

Secondly, that STH adopt the process of Governors canvassing the opinions of Members and of the public. This will be done by including a short briefing in the spring edition of *Good Health*

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<sup>1</sup> Your statutory duties. A reference guide for NHS foundation trust governors. Monitor. 2013.

asking Members for comments on the areas which should be considered by the Trust when developing the forward planning priorities.

Governors will feed member comments into a workshop with the Board and the Governors on Monday 14 April 2014, 5.30 pm to 7.30 pm where the 2014/15 planning process is being discussed in more detail. The latter of which is similar to the process adopted in 2013/14 where a comprehensive discussion on strategic challenges and priorities was led by the Executive Team.

After submitting the forward plan to Monitor, the Council of Governors will inform stakeholders of the forward planning priorities by a short inclusion in the next edition of *Good Health*.

## **5. Recommendation**

The Council of Governors is asked to:

- a) Note Monitor's forward plan requirements for 2014/15 and
- b) Agree to the proposed approach for engagement with Governors and Members and arranging a workshop for Monday 14 April, 5.30 pm to 7.30 pm.