



Foundation Trust Programme Board Meeting Minutes 20th February 2009

Present:

Mike Dinan (MD) (Chair)	John Wilkins (JW)
Martin Brand (MB)	Paul Cain-Renshaw (PCR)
Angie Patton (AP)	Kevin Lowe (KL)
Peter Edwards (PE)	Reuven Vazan (RV)
Caron Hitchen (CH)	Eric Roberts (ER)
Kathy Jones (KJ)	Peter Edward (PE)
Kerrie Martsch (KM)	

1. Apologies were received from:

Fionna Moore (FM)	Martin Flaherty (MF)	Shirley Rush (SR)	Stewart Chandler(SC)
Andrew Bell (AB)	Peter Bradley (PB)	Margaret Vander (MV)	

2. Minutes of Previous Meeting

The minutes of the previous meeting were agreed.

3. Previous Actions

All actions had been completed.

4. Priority Items

Programme Plan and Key Milestones

There was significant discussion about the required level of compliance with performance standards Category A and Category B that would allow the LAS FT application to proceed. KL confirmed the SHA position that three consecutive months compliance with both standards would be sufficient for the LAS application to continue to the next stage of the authorisation process.

KM advised that the timetable in the baseline programme plan for consultation and membership is on-track. The membership database tender had been awarded to Capita. KM and JW will be meeting with Capita on 25th February to discuss the set-up arrangements for the Trust's membership database and related membership services.

HfL have provided dates for events in every London borough although some of these dates are still to be confirmed.

There are a couple of red business risks on the plan which are mainly ongoing work. The original plan needed to be expanded and Market Strategy is causing the delay.

Highlight Reports

Finance

Service Line Reporting

RV advised that 15 service lines have been identified and agreed so that they can now be used to measure LAS income and cost performance.

RV stated that the costing model is currently being prepared to transpose the current Year cost and income to Service lines and to Cost type (being Direct Indirect and Overheads).

RV advised that details of Key Performance Indicators relating to volume, quality pricing and resources are being prepared by the BD team headed by Paul Cain-Renshaw and populated into each Service line Template.

Both details above will be fed into the SFM model (Strategic Financial Model) which will be used to test different scenarios. This information will provide LAS margins by Service Line across a period of 9 years (from 05/06 to 2013/14). The model will then be used as a working tool to feed into the LTFM model (Long-Term Financial model). The LTFM is the MONITOR model to assess LAS financial viability to become a Foundation Trust.

Business Strategy and Marketing

PCR advised that the Business Strategy and Marketing Workstream is making progress and entering the second phase of six. The first stage of Phase 2 involved engaging a market consultant to undertake research. This has been completed. The second stage of Phase 2 will occur in mid-March and the final stage will involve the consideration of the LAS position in entering the markets. This will be put before the Board in April. In May this will be incorporated into the relevant chapter of the Integrated Business Plan.

Commissioning Engagement

PCR advised that there has been some slippage on the green activity projects, 9 out of 10 activities have been agreed.

PCR attended the Commissioners' sub-group meeting to discuss how the technical data will affect HfL and this needs further discussion. KM had attended to give a presentation to update the Commissioners on the LAS FT Programme. The presentation made reference to key milestones from the Programme Plan and engagement with commissioners is a core component of the FT application.

PCR is meeting with PE to discuss activities, the PCTs and their roles.

PCR discussed the Strategic Event which will take place on 6th March 2009, he has had a good response to invitations returned from the CEOs of PCTs.

Consultation and Communication

Consultation Launch

Consultation was launched on 9th February. Letters and e-mails have been sent to all staff and a briefing note to all managers. There is information on the intranet and an article published in LAS News. A news release has been issued and published on the website. The Foundation Trust section has also been launched on the trust website.

Consultation documents

Full and summary consultation documents have been printed. The external contacts database has been developed and documents will be issued w/c 23rd February. Letters to staff have been drafted and will be issued with the summary document attached to February payslips.

Consultation events

HfL has provided initial dates for their events. FT and Communications team members are co-ordinating briefings and planning attendance at venues as part of the consultation to engage with the public by encouraging feedback and membership. LAS operational staff are yet to confirm attendance at all these events. The first event will take place on 28th February. Some dates are subject to change and there is the possibility that some venues will be too small for an LAS display.

AOMs will be briefed on 11th March.

On the 20th March the stakeholder event will take place at the Royal College of Physicians. Invites have been issued, the programme drafted and the venue visited by LAS staff and the NHS Confederation Events team. Facilitated sessions at the event will be led by LAS managers, with delegates on the proposals contained within the consultation. A report on the event will be provided by the FT programme lead at the next programme board meeting

Other communications

The Chairman has contributed to an article in the HSJ w/c 16th February on aspirant Foundation Trusts from the ambulance sector.

JW gave a presentation to the staff council on February 19th.

A briefing with the Evening Standard will be arranged for March.

The consultation will be promoted in the Metro newspaper to reach commuters and a leaflet drop at main train stations is under consideration.

Arrangements for engagement with London MPs to support our FT application by the Chairman and Chief Executive are being planned.

Governance and Membership

The membership database is being set-up.

The London-wide co-ordinator from LiNKS has been invited to the 20th March Consultation Event and will also meet JW and SR w/c 2nd March at the London region LiNKS sector meeting.

Workforce Development

The clinical response level is currently being discussed and CH is awaiting a decision.

Everything else is on track.

Business Planning

KM is currently working on the Governance Section with Laila. KPIs are currently being developed further work is being done on national performance indicators for ambulance services. KM is ensuring that this section fits around the compliance document.

5. Risks/Issues

Risk number 8 is now closed.

AP: KM to update risk 8.

6. AOB

RV advised that the LTFM is on track for late spring

ER advised that it had taken a long time for the staff-side to agree to take up this seat. ER was pleased that they had now done so and pleased that he was their nominee. However, his presence should not be seen as staff-side's support for Foundation Trust Status at this time, but I will work positively on behalf of staff whilst holding the seat'

Date of Next Meeting: Tuesday, 31st March 16:00 – 17:00