



REPORT TO THE TRUST BOARD (PUBLIC)

TITLE	Board Assurance Framework
AUTHOR	Paul Denton, Deputy Company Secretary
EXECUTIVE SPONSOR	Taff Gidi, Company Secretary Jo Bennis, Chief Nurse
DATE OF MEETING	28 July 2020
PRESENTED FOR	Approval

PURPOSE OF THE REPORT

This report provides an overview of the revised Board Assurance Framework (BAF) for 2020/2021.

Due to the Covid-19 pandemic and its impact on strategic goals, the Trust Board approved a review of the BAF (30 June 2020).

The review was completed by Executive Directors.

EXECUTIVE SUMMARY

Following the Covid-19 pandemic and its impact on strategic goals, the Trust Board approved a review of the Board Assurance Framework. The review was completed by Executive Directors. For ease of reference all amendments have been highlighted in red.

The Trust Board is asked to review and agree the revised Board Assurance Framework

COMMITTEES/SUBGROUP WHERE THIS ITEM HAS BEEN CONSIDERED

Trust Board (Private) 30 June 2020

RECOMMENDATIONS

1. Approval

STRATEGIC GOALS THIS REPORT SUPPORTS *(Check all that apply)*

Delivering outstanding care and experience	<input checked="" type="checkbox"/>
Recruiting developing and retaining our workforce	<input checked="" type="checkbox"/>
Improving and developing our services and infrastructure	<input checked="" type="checkbox"/>
Working together with local health and social care providers	<input checked="" type="checkbox"/>
Delivering financial sustainability	<input checked="" type="checkbox"/>

RISKS RELEVANT TO THE PAPER

Risk ID	Risk Description
N/A	

OTHER IMPLICATIONS OF THE PAPER

Legal/ Regulatory Relevance:	Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 17 – Good Governance
NHS Constitution Delivery	N/A
Freedom of Information Release	This report can be released under the Freedom of information Act 2000

Equality and Diversity Implications *(Check all that apply)*

Age	Gender	Ethnicity	Disability	Pregnancy/ Maternity	Marriage/ Civil Partnership	Religion/ Belief	Sexual Orientation	Gender Reassignment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional comments</i>								



Outstanding Health and Wellbeing



Outstanding People



Outstanding Patient Care



Outstanding Leadership



Outstanding Communications

Board Assurance Framework (BAF) 2020/2021

1. Strategic Context

- 1.1 The Board Assurance Framework (BAF) is a key document that supports the Audit Committee, the Trust Board and the Executive in reviewing the organisation's key risks, controls and assurances whilst identifying any critical areas which may impact on the Trust achieving its strategic objectives.
- 1.2 The BAF is a mandatory national requirement. It provides evidence of good governance and is instrumental in supporting the Trusts annual report and accounts submission.

2. Corporate Risk Register

- 2.1 The Corporate Risk Register (CRR) and BAF are linked to the Trust's Annual Plan, strategic objectives and achievement of critical success factors. In addition operational risks escalated by the Divisions are linked to specific measures.

3. Board Assurance Framework (BAF) 2020/2021

- 3.1 The current BAF for 2020/2021 can be found at Annex A. The Covid-19 pandemic impacted on the timeframes associated with a number of measures. Following discussion at the Trust Board (30 June 2020) the BAF was reviewed and amended by Executive Directors.

4. Next Steps

- 4.1 The revised BAF is presented for review and approval by the Trust Board.

*Author: Paul Denton
Deputy Company Secretary
21 July 2020*

Board Assurance Framework – Current Level of Assurance (2020/2021) 21 Jul 20 (Subject to Board Approval 28 Jul 20)

Annex A

Draft Strategic Goals	Draft Annual Objectives 2020/2021	Measures	Executive Director	Progress against Measure	Target Date	Assurance Rating
1. Delivering outstanding care and experience	<u>1a. Create a foundation for an outstanding organisation</u>	Approved Trust Transformation Programme linked to Quality, Service Improvement and Redesign (QSIR) and Sustainability and Transformation Partnership (STP) plans	Dir Strategy & Transformation	G	30/09/2020	G
	<u>1b. Improve CQC ratings within core services and across sites by March 2021</u>	Well-Led KLOE within Critical Care and maternity core services to improve and increase ratings	Chief Nurse	A	31/03/2021	A
		Overall 'Good' rating for Well-Led KLOE for the organisation	Chief Nurse	A	31/03/2021	
		Delivery of quality improvement plan for Maternity services in collaboration with NHSI team	Chief Nurse	R	31/03/2021	
		Delivery of 'must do' actions from 2019 CQC report	Chief Nurse	A	31/03/2021	
	<u>1c. Achieve 50th percentile delivery of access and quality standards</u>	No patient waiting more than 52 weeks for a planned procedure	COO	R	31/03/2021	G
		Return to national reporting of waiting list and diagnostic performance by Q2 2020/21	COO	G	30/09/2020	
		6% reduction in face to face outpatient appointment in 2020/21	COO	G	31/03/2021	
		Deliver sustainable cancer performance including 70% of cancer diagnosis within 28 days	COO	A	31/03/2021	
		30% of unplanned care services delivered same day	COO	A	31/03/2021	
		Reduce emergency Length of Stay by 1 day	COO	G	31/03/2021	
		Deliver ED clinical quality indicators	COO	G	31/03/2021	
	<u>1d. Hinchinbrook emergency care expansion</u>	Deliver phase 1 of project by the end of quarter 3	COO	G	30/11/2020	G
	2. Working together with local health and social care providers	<u>2a. Deliver STP priorities through the North Alliance</u>	Establish new transformative outpatient and diagnostic models with the North Alliance and STP	Dir Strategy & Transformation	G	31/08/2020
Agree integrated models for diabetes, respiratory and CVD pathways			Dir Strategy & Transformation	A	31/10/2020	
Agree a roadmap with clean outcomes for delivery of Integrated Neighbourhood Programme			Dir Strategy & Transformation	A	31/08/2020	
Establish six monthly review of STP use of resources programme			Dir Strategy & Transformation	A	31/03/2021	
3. Recruiting, developing and retaining our workforce	<u>3a. Staff are engaged and feel valued</u>	Staff engagement score improved to at or above NHS average	Dir W&OD	G	31/03/2021	R
		Year 2 of G2O measured by staff survey scores for all 11 national themes at or above average for each theme	Dir W&OD	R	31/03/2021	
		Sickness absence at Trust target of no more than 3.5%	Dir W&OD	R	31/03/2021	
		Turnover of 10% or less	Dir W&OD	G	31/03/2021	
	<u>3b. Improved recruitment approach</u>	Vacancy rate reduced to 5%	Dir W&OD	A	31/03/2021	G
		Agency spend is <5% of pay bill	Dir W&OD	G	31/03/2021	
		Retention rate (stability index) of 85% across all specialties and staff groups	Dir W&OD	G	31/03/2021	
4. Improving and developing our services and infrastructure	<u>4a. Deliver 2020/21 IM&T improvements (All working to different timeframes due to Covid-</u>	Extend K2 to Hinchinbrooke site with planned go live date of June 2020	Dir Finance	G	31/07/2020	G
		Replacement of core network switch by August	Dir Finance	G	31/08/2020	
		Follow Me' Windows desktop and rapid login by October 2020	Dir Finance	G	31/10/2020	

19)	Windows 10 and Office 2016 on all devices by December 2020	Dir Finance	G	30/11/2020		
	OrderComms - extend Peterborough ICE system to Hinchingsbrooke site by June 2020 for diagnostic imaging and September 2020 for pathology tests	Dir Finance	G	31/12/2020		
	Extend NerveCentre to Hinchingsbrooke wards by March 2021	Dir Finance	G	31/03/2021		
	Harmonise Critical Care IT systems across both sites by March 2021	Dir Finance	G	31/03/2021		
	Electronic Document Management to be extended across the Trust by March 2021	Dir Finance	G	31/03/2021		
	Merge and upgrade of the Trust telephone system	Dir Finance	G	31/03/2021		
4b. Green travel plan implementation	Implement approved Green Travel Plan	Dir W&OD	R	31/03/2021	R	
4c. NHS Plan environmentally sustainable service improvements	Complete a Green Fleet Review by March 2021	COO	G	30/11/2020	A	
	Ensure fleet vehicles purchased or leased by the Trust after 1 April 2020 support the transition to low and ultra-low emission (ULEV)	Dir Finance	A	01/04/2020		
	Introduce electric car charging points on all three main sites by March 2021	COO	A	31/03/2021		
	Revise car leasing schemes to restrict availability of high emission vehicles by March 2021	Dir Finance	A	31/03/2021		
	End business travel reimbursement for domestic flights within England, Scotland and Wales	Dir Finance	G	31/03/2021		
	Move to purchasing 100% renewable electricity from energy suppliers by April 2021	COO	A	28/04/2021		
	Continue rolling replacement of lighting with LED alternatives	COO	G	31/03/2021		
	All Trust new builds and refurbishment projects will be designed on the basis of net zero carbon standards	COO	R	31/03/2021		
	Remove all disposable plastic cutlery, plates, straws and stirrers by July	COO	A	30/09/2020		
	Review use of Metered Dose Inhalers by March 2021	Med Dir	A	31/03/2021		
	Reduce carbon footprint associated with anaesthetic gases	Med Dir	A	31/03/2021		
4d. Hospital site developments	Expand physical space around Emergency Dept. and Ambulatory Care at Hinchingsbrooke site	COO	G	31/12/2020	A	
	Develop plans for increasing bed capacity and refurbish theatre at Hinchingsbrooke site	COO	A	31/03/2022		
	Complete full business case in Q1 to consolidate Cambridgeshire and Peterborough stroke and neuro rehab on Hinchingsbrooke site	COO	R	30/06/2020		
	Sale of surplus land at Stamford and Rutland Hospital to enable future site development	Med Dir	G	31/03/2021		
	Complete full detailed survey of roof panels in all areas at Hinchingsbrooke site	COO	A	30/11/2020		
	CT Replacement at Hinchingsbrooke and Peterborough City Hospital sites	COO	A	31/03/2020		
	New MRI Suite and replacement of 2 Existing Units (Peterborough City Hospital)	COO	G	31/12/2020		
	Install UPS at Peterborough City Hospital	COO	A	31/12/2020		
5. Delivering financial sustainability	5a. Deliver high quality services within our agreed financial plan	Deliver financial plan in line with National Financial Framework	Dir Finance	G	31/03/2021	G

