

# Well-led review – Revised approach to Strategies, Frameworks, Policies, Procedures and Guidelines Governance 4 March 2019

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Agenda Item No: 11.5

## Trust Board Report

<b>Meeting Date:</b>	4 March 2019
<b>Title:</b>	Well-led review – Revised approach to <b>Strategies</b> , Frameworks, Policies, Procedures and Guidelines Governance
<b>Executive Summary:</b>	As part of the preparation for the next CQC Well-led inspection, the Trust has commenced a review and revision of the governance of the Trust Strategies et al and their accessibility to staff.
<b>Action Requested:</b>	<b>Receive and note the overall Report and approach and take appropriate Assurance from. Approve the withdrawal and extension of the identified Strategies.</b>
<b>For the attention of the Board</b>	
<b>Assure</b>	<ul style="list-style-type: none"> <li>The governance of Strategies et al is undergoing review and refresh in line with good governance requirements.</li> </ul>
<b>Advise</b>	<ul style="list-style-type: none"> <li>There is a period of review and revision where not all aspects are immediately up to date.</li> </ul>
<b>Alert</b>	<ul style="list-style-type: none"> <li>There will be a changed process for local procedure management and governance that will take a period of time to be briefed, enacted, shared and fully operated.</li> </ul>
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<b>Links to Trust Strategic Objectives</b>	2. Proactively seek opportunities to develop our services 4. Attract, retain and develop our staff, and improve employee engagement 5. Maintain financial health – Appropriate investment to patient services 6. Be in the top 25% of all key performance indicators
<b>Resource Implications:</b>	None
<b>CQC Domains</b>	<b>Well-led:</b> the leadership, management and governance of the organisation make sure it's providing high-quality care that's based around individual needs, that it encourages learning and innovation, and that it promotes an open and fair culture.
<b>Equality and Diversity Impact</b>	No impact identified.
<b>Risks: BAF/ TRR</b>	
<b>Public or Private:</b>	Public
<b>Other formal bodies involved:</b>	QGAC, Audit Committee
<b>References</b>	CQC Well-led Framework
<b>NHS Constitution:</b>	In determining this matter, the Board should have regard to the Core principles contained in the Constitution of: <ul style="list-style-type: none"> <li>Equality of treatment and access to services</li> <li>High standards of excellence and professionalism</li> <li>Service user preferences</li> <li>Cross community working</li> <li>Best Value</li> <li>Accountability through local influence and scrutiny</li> </ul>

Report Details	
1	This paper briefly outlines the Trust revised approach to the good governance of Strategies, Frameworks, Policies, Procedures and Guidelines.
2	The Trust Policy (OP01) has been revised to be easier to use and encompass areas not previously covered particularly Strategies, frameworks and Local Procedures and Guidelines. The Trust is also aiming to publish on the Trust Web Site all applicable Strategies, Frameworks, Policies, Procedures and Guidelines during 2019.
3	This initial report focusses on <b>Strategies</b> linked to the Trust Strategic Objectives. Subsequent reports will focus on the structure, the approach to Frameworks, Policies, Procedures, Guidelines and the management process/system and scheme of delegation.
4	<p><b>What are we doing?</b></p> <ul style="list-style-type: none"> <li>• Transfer to new procured system for tracking and management.</li> <li>• Revised OP01 with revised definitions</li> <li>• Review of existing documents encompassed by OP01</li> <li>• Review and re-design of the Intranet Access for staff</li> <li>• Review that all are up to date and fit for purpose</li> <li>• Removal of any out of date and/or no longer required</li> <li>• Establish controls around intranet publication of local procedural documents</li> </ul>
5	<p><b>Why are we doing it?</b></p> <ul style="list-style-type: none"> <li>• It's the right thing to do</li> <li>• It supports improving patient safety, clinical effectiveness and outcomes</li> <li>• It supports our staff better in and with what they need to do</li> <li>• It covers our legal requirements</li> <li>• Part of KLOE's for Well-led</li> <li>• It can be cost-efficient and effective</li> <li>• It aligns our strategic objectives to work activity</li> <li>• Enables cascade of objectives and outcomes across the organisation</li> </ul>
6	<p><b>What will be outcome be?</b></p> <ul style="list-style-type: none"> <li>• Sound, up to date, easy to find documents to support staff working</li> <li>• Assurance that all are well governed</li> <li>• Tie in to Trust Strategic objectives</li> <li>• Support demonstrating the principles and practice of a well-led organisation</li> </ul>
7	<p><b>For approval;</b></p> <p>The Trust Policy Group and Trust Management Committee recommend the removal of the following Strategies on the basis that they are no longer required and any future needs are covered by other Strategies already in place.</p> <ul style="list-style-type: none"> <li>• Nursing, Health Visiting and midwifery Strategy 2015 – 2018 – superseded.</li> <li>• Nursing and Midwifery Strategy action plan 2015 - superseded.</li> <li>• Governance Strategy Primary Care Directorate – 2017 – superseded.</li> <li>• Contracting &amp; Communications Strategy – expired April 2014 – no longer required.</li> <li>• Communication Strategy – expired April 2014 – no longer required.</li> </ul>
8	<p><b>For approval:</b></p> <p>The Trust Policy Group and Trust Management Committee recommend the following new, revised or extended Strategies for approval as per OP01.</p> <ul style="list-style-type: none"> <li>• Mortality Strategy 2019-2022 (previous draft was 2018-2019).</li> <li>• Cleaning Strategy 2018-2021 (previous draft was 2016-2018).</li> <li>• An extension of 12 months for the Information Governance Strategy 2019 -2020 (previous draft 2016 – 2019).</li> </ul>

9	<p><b>To note – currently under review:</b></p> <ul style="list-style-type: none"><li>• Charity Fundraising Strategy – expiry November 2019 - submission to Trust Board for approval in April 2019.</li><li>• ICT Strategy – expired January 2018. Expected April Policy Group.</li><li>• Infection Prevention Strategy- expired September 2017. Expected March Policy Group</li><li>• Clinical Audit and Quality Improvement Strategy – expired February 2018. Full strategy re-write to include focus on QI projects, Learning and staff engagement, 2019-2022. Expected March Policy Group.</li><li>• Palliative and End of Life Strategy- new Strategy 2019-2022. Expected March Policy Group.</li><li>• Research and Development Strategy – new Strategy 2019 -2022. Expected March/April Policy Group.</li><li>• Patient Engagement &amp; Public Involvement Strategy – February 2016- 2019 – superseded. Expected March Policy Group.</li><li>• Patient Experience, Quality &amp; Safety Strategy September 2016 - 2019 – superseded. Expected March Policy Group.</li><li>• Patient Experience Strategy – new Strategy 2019 – 2022. Expected March Policy Group.</li><li>• Risk Management Assurance Strategy – expiry June 2019 – expected to Trust Board for Approval in July 2019.</li></ul>
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