

Subject:	Business Planning Process 2016/17
Prepared by: Sponsored & Presented by:	Simon Jupp, Director of Strategy Simon Jupp, Director of Strategy Richard Eley, Interim Director of Finance
Purpose of paper	For information
Key points for Trust Board members <i>Briefly summarise in bullet point format the main points and key issues that the Trust Board members should focus on including conclusions and proposals</i>	<ul style="list-style-type: none"> • Business Planning Group has been established to ensure that the business planning process is co-ordinated and delivered and to include:- <ul style="list-style-type: none"> - Refresh of the 5 year Trust Strategy - Completion of demand and capacity plans for all elective, urgent, diagnostic and cancer care activity, taking account of the financial and contracting framework agreed with commissioners. - Initial approval to proceed to business case preparation for all service developments that are supported by outline cases that are aligned with the Trust Strategy, forecast activity plans and financial framework. - Completion of CSC/Corporate Function 5 year business plans signed off by CSC Boards and EMT. - Completion of the Trust 5 year Business Plan integrating the CSC and Corporate Function plan for Trust Board Approval • Timetable for the Business Planning process has been agreed.
Options and decisions required <i>Clearly identify options that are to be considered and any decisions required</i>	The Board are asked to note the Business Planning process for 2016/17.
Next steps / future actions: <i>Clearly identify what will follow the Trust Board's discussion</i>	
Consideration of legal issues (including Equality Impact Assessment)?	N/A
Consideration of Public and Patient Involvement and Communications Implications?	N/A

Links to Portsmouth Hospitals NHS Trust Board Strategic Aims, Assurance Framework/Corporate Risk Register

Strategic Aim	<ol style="list-style-type: none"> 1. Deliver safe, high quality patient centred care. 2. Develop a reputation for excellence in innovation, research & development and education in the top 20% of our peers. 3. Become the hospital of choice for general, specialist and selected tertiary services. 4. Be a hospital whose staff recommend the trust as a place to work and a place to receive treatment. 5. Develop sufficient financial strengths to adapt to change and invest in the future
BAF/Corporate Risk Register Reference (if applicable)	N/A
Risk Description	N/A
CQC Reference	<ol style="list-style-type: none"> 1. Safe 2. Effective 3. Caring 4. Responsive 5. Well-led

Committees/Meetings at which paper has been approved:	Date

Business Planning 2016/17

Timetable

	<u>MONTH</u>	<u>Trust Business Planning Process</u> <i>(to be reviewed when TDA timetable received)</i>
	JULY	<ul style="list-style-type: none"> Review of last year's Business Planning process & achievement to inform this year's approach Commence updating Trust Strategy to maintain 5 year plan Portsmouth Hospitals NHS Trust (PHT) Business Planning Policy, Planning Principles and Parameters and templates developed to include clear financial guidance for capital, investment budgets and Cost Improvement Programmes (CIP)
	AUGUST	<ul style="list-style-type: none"> Establish 2 weekly Business Planning Group (BPG) PHT Business Planning Principles and Parameters and Templates developed by BPG Establish Capacity, Demand & Access Group
	SEPTEMBER	<ul style="list-style-type: none"> PHT Ambitions, Business Planning Principles and Parameters agreed by Executive Management Team (EMT). Briefing on process to Clinical Service Centres (CSCs) & Corporate Functions at Operational Board Capacity, demand & access planning commenced with CSCs & Corporate Functions
	OCTOBER	<ul style="list-style-type: none"> CSC & Corporate Functions key strategic business changes/objectives/issues briefing at Operational Board Trust Board approval of updated 5 year strategy
	NOVEMBER	<ul style="list-style-type: none"> Draft 1 capacity, demand and access output reviewed at Operational Board Prioritised replacement equipment to be submitted to Medical Devices Management Committee (MDMC). Draft 1 CSC Business Plans submitted for review at BPG Draft 1 Trust finance, workforce and improvement plan reviewed at BPG
	DECEMBER	<ul style="list-style-type: none"> Draft 2 capacity, demand and access output reviewed at Operational Board PHT Planning Contractual parameters finalised with CCGs & communicated to Trust through Operational Board
	JANUARY	<ul style="list-style-type: none"> Draft 2 CSC Business Plans submitted for peer review at Operational Board Draft business cases to support the plans will be reviewed at BPG Service development equipment cases to be reviewed by MDMC with report to BPG Final capacity demand and access output agreed at EMT 1st draft Transformation/CIP schemes reviewed at BPG/Transformation Board
	FEBRUARY	<ul style="list-style-type: none"> Final CSC Business Plans and Business cases will be submitted with overview of Trust Finance, Workforce and Improvement plan for approval by EMT Service development equipment cases agreed through MDMC with report to EMT Integrated Transformation/CIP Plan finalised and signed off by Transformation Board Income Projections and Indicative Budget Allocations completed & briefed at EMT/Operational Board Update on contract negotiations to Operational Board 1st draft Trust Integrated Business Plan reviewed at EMT
	MARCH	<ul style="list-style-type: none"> Final Integrated Trust Business Plan agreed by EMT & signed off by Trust Board Trust Activity & Performance Profiles issued Trust activity & financial planning systems set up, budgets established and approved & CIP tracker established for 2016/17

	APRIL	<ul style="list-style-type: none">• Key Risks assessed and Assurance Framework updated & signed off at Governance & Quality Committee
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Complete
WIP
Potential Slippage
Off Plan