



MEETING TITLE Board of Directors Meeting in Public		MEETING DATE 30/08/2018	
TITLE of PAPER	Operating Plan 2018/19	PAPER REF	2.2
STRATEGIC OBJECTIVE(S)	All		
PURPOSE OF THE PAPER	To provide the Board with assurance that the final submitted Operating Plan 2018/19 was supported by NHS Improvement (NHSI), with no changes required to the narrative plan following review of the submission. Additional feedback around supporting templates was submitted with Board Approval, in line with NHSI requirements.		
For Approval	<input type="checkbox"/>	For Assurance	<input checked="" type="checkbox"/>
For Decision	<input type="checkbox"/>	Discussion/Information	<input type="checkbox"/>
AUTHOR / LEAD	Matt Sandford Associate Director Planning and Development	ACCOUNTABLE DIRECTOR	Rod Barnes Chief Executive
DISCUSSED AT / INFORMED BY			
Integrated Business Planning Group 7 February 2018			
Trust Management Group 7 February 2018			
Trust Executive Group 5 March 2018			
Trust Executive Group 17 April 2018			
Trust Executive Group 25 April 2018			
Board of Directors (Private) 26 April 2018			
Board of Directors (Public) 24 May 2018			
Trust Executive Group 18 June 2018			
PREVIOUSLY AGREED AT:	Committee/Group: Board of Directors Board of Directors		Date: 26/04/2018 24/05/2018
RECOMMENDATION(S)	It is recommended that Board: <ul style="list-style-type: none"> • note the contents of this final operating plan • note that no further changes were required to the narrative plan following NHSI review • are assured that the additional templates were submitted with Board approval in line with NHSI requirements. 		
RISK ASSESSMENT			
Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Equality Impact Assessment <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Legal implications/Regulatory requirements If 'Yes' – expand in Section 2. / attached paper		<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Choose a DOMAIN(s)	All		
NHSI Single Oversight Framework Choose a THEME(s)	1. All		

YAS Final Operating Plan 2018/19

1. PURPOSE

- 1.1 To provide the Board with assurance that the final submitted Operating Plan 2018/19 was supported by NHS Improvement (NHSI), with no changes required to the narrative plan following review of the submission. Additional feedback around supporting templates was submitted with Board Approval, in line with NHSI requirements.

2. BACKGROUND/CONTEXT

- 2.1 The draft 2018/19 Trust operating plan was submitted to NHSI on 8 March 2018, following support from the Trust Executive Group (TEG) on 5 March 2018.

The final, Board approved, 2018/19 Operating Plan was successfully submitted to NHSI on 30 April 2018, following support from the TEG (on 25 April 2018), the private meeting of the Board of Directors on 26 April 2018 and retrospective approval for the final plan within the meeting of the Board of Directors in Public, 24 May 2018.

- 2.2 In June, NHSI reviewed the full narrative plan and supporting templates, as below:

- Activity
- Finance
- Workforce
- Triangulation of Activity, Workforce and Finance

A number of queries were raised around the detail within the workforce templates and the Trust was asked to respond by 18 June, confirming if re-submission of the templates was necessary. The specific NHSI queries are set out below, with our responses.

Workforce

- NHSI Query - Phasing of the plans - within the operational workforce plan submitted on 30th April 2018 the difference between your planned March 2018 figure and April 2018 is 8 WTE, with a total increase in your plan between March 2018 and March 2019 of 290 WTE. This means you are planning an increase of 8 WTE between March 2018 and April 2018 and 282 WTE between April 2018 and March 2019. Please can you explain the phasing of the workforce which has been applied within this period and any changes in activity or CIPs which this relates to.

- YAS Response - YAS confirmed that the phasing of the workforce plan is accurate and triangulates with the submitted finance and activity plans and is largely due to two factors:
 - The decision to use “overtime” budget to fund substantive posts, and appoint to these posts from Q3.
 - The need to appoint more staff to allow us to embark on the journey towards delivery of ARP, this will be funded using additional commissioner investment secured through the 2018/19 contracts process, and again is phased to commence later in the year.

Agency

- NHSI Query - YAS had agency staff spend of £3.19m and the submitted plan for 2018/19 indicates an agency spend £1.95m which represents a planned reduction of -38.78%. Please can you review the planned agency figure, and if necessary amend the agency figure in your plan to reflect the total spend you anticipate in 2018/19 in this area as part of the resubmission?
- YAS Response - the budget/plan has been set at a lower level in order to reflect the Trust’s aim to reduce the use of agency to the lowest possible level. However, on reflection, it would be preferable to set the budget more in line with last year’s outturn
- NHSI Query - YAS had bank staff spend of £2.70m but the submitted plan for 2018/19 indicates a bank spend of zero. Please can you review this, and either provide us with an explanation or amend the bank figure in your plan to reflect the total spend you anticipate in 2018/19 in this area as part of the resubmission?
- YAS Response – we have never set a specific budget/plan for the use of bank staff, although the costs are coded in a way which allows us to report the actual costs.

The Trust confirmed to NHSI that the amendments did not change the overall plan in terms of achievement of the agreed control total, the current financial plan being correct in terms of projected pay costs.

Based on the above, a resubmission of the 2018/19 plan templates adjusted in these areas was submitted in line with NHSI requirements. The revised planning templates were submitted with Trust Board approval on 20 June.

- 2.3 The narrative operating plan was supported with no requirement to make any changes, and is attached at Appendix 1 for assurance.

3. RISK ASSESSMENT

- 3.1 There is a reputational risk if the operating plan does not meet the requirements of NHS Improvement. However, the plan has now been reviewed and supported by NHSI, who continue to monitor our progress against our planned trajectories.
- 3.2 There is an operational risk of not delivering the Trust's objectives if the plan is not of sufficient quality to lay out the key deliverables of the Trust in the coming year.

4. PROPOSALS/NEXT STEPS

- 4.1 The Trust will continue to monitor progress against the planned trajectories and the detailed annual business plan. These plans are reviewed by the Board of Directors through the Integrated Performance Report; and by NHSI through ongoing submission of performance updates.

5. RECOMMENDATIONS

- 5.1 It is recommended that Board:
- **note** the contents of this final operating plan
 - **note** that no further changes were required to the narrative plan following NHSI review
 - are **assured** that the additional templates were submitted with Board approval in line with NHSI requirements.

6. APPENDICES

Appendix 1 YAS Operating Plan 2018/19 Final Plan 30.04.2018