

TO: West Gloucestershire Primary Care Trust Board

FROM: Sarah Robinson, Assistant Director (Corporate Development)

DATE: 18th May 2006

SUBJECT: BUSINESS PLAN AND ASSURANCE FRAMEWORK QUARTER 4 2005/06

1.0 PURPOSE

1.1 To assure the Board on progress towards achieving the objectives in the PCT Business Plan and on managing the risks set out in the Assurance Framework.

2.0 BACKGROUND

2.1 During 2005 a new style Business Plan was developed, using the framework of the 7 domains in the Department of Health document *Standards for Better Health*. This captures existing NHS targets and measures performance across all aspects of NHS business, based on the following domains:

- Safety
- Clinical and cost effectiveness
- Governance
- Patient focus
- Accessible and responsive care
- Care environment and amenities
- Public Health

3.0 BUSINESS PLAN FRAMEWORK

3.1 It was agreed in July 2005 that the PCT Business Plan would be based on 3 elements:

- i. National targets (Public Service Agreement targets for the NHS and Social Services)
- ii. Standards for Better Health
- iii. Financial Recovery Plan

3.2 The Business Plan is attached to this paper and is set out as section 1 – National Targets, section 2 – Standards for Better Health and supported by the Assurance Framework. The documents have all been updated to show the latest position for the end of March 2006.

3.3 The format of the Business Plan incorporates a description of the national target or Standards for Better Health domain and objective, the key milestones, a simple risk assessment based on likelihood of achievement and a commentary on the latest position. In addition the lead director and relevant internal and external committees and assessment processes are identified.

4.0 ASSURANCE FRAMEWORK

4.1 The Assurance Framework is an important corporate document which forms part of the PCTs risk management processes to identify internal control mechanisms to offset risks to the delivery of the organisation's key objectives. Following a recommendation from internal audit, the 2006/07 framework will attempt to prioritise the risks and to include reference to an action plan in the report.

5.0 MONITORING ARRANGEMENTS

5.1 The Integrated Governance Committee will use section 2 of the Business Plan 'Standards for Better Health' as a guide to progress on the organisations capability around risk management, supported by the Assurance Framework. Each directorate reviews and updates the current position for their areas of responsibility within the framework.

6.0 2006/07 BUSINESS PLAN

6.1 It is proposed that the format used for the 2005/06 Business Plan and Assurance Framework is rolled forward for 2006/07, covering the remaining six months of the existence of West Gloucestershire PCT. The national targets section will be updated to reflect the six specific service priorities which have been prioritised for 2006/07 as part of the Department of Health Operating Framework for 2006/07. These are as follows:-

- Health inequalities – smoking cessation
- Cancer 31 day and 62 day wait
- 18 week maximum wait
- MRSA
- Patient choice and booking
- Sexual health and access to Genito-Urinary Medicine clinics

7.0 RECOMMENDATIONS

7.1 Board members are asked to:

- Note the contents of the Business Plan and progress to date against the key milestones.
- Approve the Assurance Framework as a record of the controls in place against identified risk.
- Approve the plans for the 2006/07 Business Plan.