

## Executive Summary for Submission of Paper to the Trust Board

**Paper No. NHST(13)004**

**Subject:** FT Pipeline Self-Certification - Single Operating Model

**Purpose:** To report to the Trust Board the FT Pipeline Submission of the Single Operating Model for December 2012

### Summary

The Single Operating Model has been introduced by the Department of Health to standardise the current process for NHS Trust progressing through the FT Pipeline.

The submission of monthly models has been mandated by the Department of Health from September 2012 onwards, but locally the North of England SHA have implemented the changes to the FT Pipeline process from July 2012.

The following paper reports the results for December 2012, details of which are reported elsewhere to the Trust Board, including Finance and Operational reports.

Last month, the Department of Health issued an updated template for the monthly submissions. The main changes are as follows:

- The order of the sheets has changes and so the Governance Declarations and the Board Statements are now at the front and the TFA Progress at the back.
- Governance Declarations – removed the Contractual Position RAG rating and FRR is now a number rather than a letter.
- Financial Risk Triggers – No 10 has been added which is “Yet to identify two years of detailed CIP schemes”
- Governance Risk Ratings – the measures for CDiff and MRSA have changed so that we are being measured against the de minimus for each and also the YTD trajectory rather than in month as previous
- Contractual Data – No 3 has been added to measure “Has the Trust received income support outside of the NHS standard contract e.g. transformational support?”

The only outstanding result as at the time of producing the report was for VTE Risk Assessment which is due to be submitted by close of play on 28th January. The result will therefore be provided as a verbal update at the Trust Board meeting, but it is expected to be above the 90% target. This result will then to be added to the final version of the submission after the Trust Board has taken place.

The Trust Board are required to approve and sign-off the Self-Certification of the Single Operating Model before it is submitted to the North of England SHA by the last working day of the month.

The Trust Board are therefore asked to note and approve the contents of the paper for submission to the North of England SHA on 31st January 2013.

**Corporate Objectives met:** Financial Governance, Foundation Trust Status

**Financial Implications:** Achievement of Foundation Trust Status

**Stakeholders:** Trust Board

**Recommendation(s):** For the Trust Board to note and approve the submission of the model

**Review Date:** January 2013 Trust Board

**Author:** Mr D Finn, Director of Finance

**Presenting Director:** Mr D Finn, Director of Finance

<b>SELF-CERTIFICATION RETURNS</b>
<b>Organisation Name:</b>
<b>St Helens &amp; Knowsley Teaching Hospitals NHS Trust</b>
<b>Monitoring Period:</b>
<b>December 2012</b>
<b>NHS Trust Over-sight self certification template</b>

**Returns to [christina.glancy@northwest.nhs.uk](mailto:christina.glancy@northwest.nhs.uk) and [louise.clarke@northwest.nhs.uk](mailto:louise.clarke@northwest.nhs.uk) by the last working day of each month**



## NHS Trust Governance Declarations : 2012/13 In-Year Reporting

<b>Name of Organisation:</b>	<b>St Helens &amp; Knowsley Teaching Hospitals NHS Trust</b>	<b>Period:</b>	<b>December 2012</b>
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### Organisational risk rating

Each organisation is required to calculate their risk score and RAG rate their current performance, in addition to providing comment with regard to any contractual issues and compliance with CQC essential standards:

Key Area for rating / comment by Provider	Score / RAG rating*
<b>Governance Risk Rating</b> (RAG as per SOM guidance)	AR
<b>Normalised YTD Financial Risk Rating</b> (Assign number as per SOM guidance)	3

\* Please type in R, AR, AG or G and assign a number for the FRR

### Governance Declarations

Declaration 1 or declaration 2 reflects whether the Board believes the Trust is currently performing at a level compatible with FT authorisation.

**Supporting detail is required where compliance cannot be confirmed.**

Please complete **one** of the two declarations below. If you sign declaration 2, provide supporting detail using the form below. Signature may be either hand written or electronic, you are required to print your name.

**Governance declaration 1**

The Board is sufficiently assured in its ability to declare conformity with **all** of the Clinical Quality, Finance and Governance elements of the Board Statements.

Signed by:		Print Name:	
on behalf of the Trust Board	Acting in capacity as:		

  

Signed by:		Print Name:	
on behalf of the Trust Board	Acting in capacity as:		

**Governance declaration 2**

At the current time, the board is yet to gain sufficient assurance to declare conformity with all of the Clinical Quality, Finance and Governance elements of the Board Statements.

Signed by :		Print Name:	Ann Marr
on behalf of the Trust Board	Acting in capacity as:		Chief Executive

  

Signed by :		Print Name:	Les Howell
on behalf of the Trust Board	Acting in capacity as:		Chairman

**If Declaration 2 has been signed:**

For each target/standard, where the board is declaring insufficient assurance please state the reason for being unable to sign the declaration, and explain briefly what steps are being taken to resolve the issue. Please provide an appropriate level of detail.

<b>Target/Standard:</b>	<b>12. Achieved a minimum of Level 2 of the IG Toolkit.</b>
<b>The Issue :</b>	<b>Of the 45 requirements of the IG Toolkit, the Trust has declared itself non-compliant in 11 areas</b>
<b>Action :</b>	<b>An update was presented to the Audit Committee in October, describing the actions which are taking place to ensure that compliance will be achieved by March 2013.</b>

  

<b>Target/Standard:</b>	
<b>The Issue :</b>	
<b>Action :</b>	

  

<b>Target/Standard:</b>	
<b>The Issue :</b>	
<b>Action :</b>	

  

<b>Target/Standard:</b>	
<b>The Issue :</b>	
<b>Action :</b>	

# Board Statements

## lens & Knowsley Teaching Hospitals NHS

December 2012

For each statement, the Board is asked to confirm the following:

For CLINICAL QUALITY, that:		Response
1	The Board is satisfied that, to the best of its knowledge and using its own processes and having had regard to the SOM's Oversight Regime (supported by Care Quality Commission information, its own information on serious incidents, patterns of complaints, and including any further metrics it chooses to adopt), the trust has, and will keep in place, effective arrangements for the purpose of monitoring and continually improving the quality of healthcare provided to its patients.	Yes
2	The board is satisfied that plans in place are sufficient to ensure ongoing compliance with the Care Quality Commission's registration requirements.	Yes
3	The board is satisfied that processes and procedures are in place to ensure all medical practitioners providing care on behalf of the trust have met the relevant registration and revalidation requirements.	Yes
For FINANCE, that:		Response
4	The board anticipates that the trust will continue to maintain a financial risk rating of at least 3 over the next 12 months.	Yes
5	The board is satisfied that the trust shall at all times remain a going concern, as defined by relevant accounting standards in force from time to time.	Yes
For GOVERNANCE, that:		Response
6	The board will ensure that the trust at all times has regard to the NHS Constitution.	Yes
7	All current key risks have been identified (raised either internally or by external audit and assessment bodies) and addressed – or there are appropriate action plans in place to address the issues – in a timely manner	Yes
8	The board has considered all likely future risks and has reviewed appropriate evidence regarding the level of severity, likelihood of occurrence and the plans for mitigation of these risks.	Yes
9	The necessary planning, performance management and corporate and clinical risk management processes and mitigation plans are in place to deliver the annual plan, including that all audit committee recommendations accepted by the board are implemented satisfactorily.	Yes
10	An Annual Governance Statement is in place, and the trust is compliant with the risk management and assurance framework requirements that support the Statement pursuant to the most up to date guidance from HM Treasury ( <a href="http://www.hm-treasury.gov.uk">www.hm-treasury.gov.uk</a> ).	Yes
11	The board is satisfied that plans in place are sufficient to ensure ongoing compliance with all existing targets (after the application of thresholds) as set out in the Governance Risk Rating; and a commitment to comply with all commissioned targets going forward.	Yes
12	The trust has achieved a minimum of Level 2 performance against the requirements of the Information Governance Toolkit.	No
13	The board will ensure that the trust will at all times operate effectively. This includes maintaining its register of interests, ensuring that there are no material conflicts of interest in the board of directors; and that all board positions are filled, or plans are in place to fill any vacancies, and that any elections to the shadow board of governors are held in accordance with the election rules.	Yes
14	The board is satisfied that all executive and non-executive directors have the appropriate qualifications, experience and skills to discharge their functions effectively, including setting strategy, monitoring and managing performance and risks, and ensuring management capacity and capability.	Yes
15	The board is satisfied that: the management team has the capacity, capability and experience necessary to deliver the annual plan; and the management structure in place is adequate to deliver the annual plan.	Yes
Signed on behalf of the Trust:		Date
CEO		31/01/2013
Chair		31/01/2013

**QUALITY**

**St Helens & Knowsley Teaching Hospitals NHS Trust**

Information to inform discussion meeting

Insert Performance in Month

Criteria	Unit	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Board Action	
1	SHMI - latest data	Score			1.0									Dr Foster have advised that the reporting of SHMI monthly has been added to their development plan, and the Trust is awaiting confirmation of the timeline for delivery.	
2	Venous Thromboembolism (VTE) Screening	%	90%	90%	90.20%	90.02%	90.01%	90.12%	90.07%	90.03%	90.02%	90.03%	90.02%	Regularly monitored and actioned by exception.	
3a	Elective MRSA Screening	%	132.20%	125.60%	125.10%	132.20%	135.90%	150.40%	142.20%	145.80%	150.70%	155.20%	158.90%	154.08%	Only available as a total, not split between Elective and Non-Elective. Development work is under way to link the Pathology system to PAS to enable monthly reporting. It is being investigated whether this will enable reporting split between Elective and Non-Elective screening.
3b	Non Elective MRSA Screening	%	132.20%	125.60%	125.10%	132.20%	135.90%	150.40%	142.20%	145.80%	150.70%	155.20%	158.90%	154.08%	Only available as a total, not split between Elective and Non-Elective. Development work is under way to link the Pathology system to PAS to enable monthly reporting. It is being investigated whether this will enable reporting split between Elective and Non-Elective screening.
4	Single Sex Accommodation Breaches	Number	0	0	0	0	0	0	0	1	0	0	0	Regularly monitored and actioned by exception.	
5	Open Serious Incidents Requiring Investigation (SIRI)	Number	18	18	19	28	31	35	38	46	49	43	43	16	The Trust is currently reviewing the RCA policy, practice and training, including the Quality Assurance step. 28 of the open SIRIs have been closed in December, which has improved the performance this month.
6	"Never Events" occurring in month	Number	1	0	0	0	0	0	0	0	0	0	0	Regularly monitored and actioned by exception.	
7	CQC Conditions or Warning Notices	Number	0	0	0	0	0	0	0	0	0	0	0	Regularly monitored and actioned by exception.	
8	Open Central Alert System (CAS) Alerts	Number	1	1	1	1	1	0	0	0	0	0	0	Regularly monitored and actioned by exception.	
9	RED rated areas on your maternity dashboard?	Number												The Trust is now developing an Integrated Performance Report which will include a Maternity dashboard. This will be developed before the end of the financial year and will incorporate information which will become more easily accessible now that the new Maternity IT system is live, which was implemented in December 2012.	
10	Falls resulting in severe injury or death	Number	1	0	0	0	0	0	0	0	0	0	0	Regularly monitored and actioned by exception.	
11	Grade 3 or 4 pressure ulcers	Number	1	2	1	3	1	3	4	7	1	1	0	0	A full aggregated review of all previous cases has been undertaken and the final report has been shared with NHS Merseyside and Commissioners. The report has been signed-off from NHS Merseyside. As a result of remedial action as part of the above process, this month there continues to have been no Grade 3 or 4 pressure ulcers.
12	100% compliance with WHO surgical checklist	Y/N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Regularly monitored and actioned by exception.	
13	Formal complaints received	Number	32	45	41	39	47	34	40	33	26	50	47	31	The Trust is currently preparing a full aggregated review report of all incidents, Complaints, Claims and PALs. The analysis will identify any changes in trends and themes.
14	Agency as a % of Employee Benefit Expenditure	%	2.89%	3.42%	3.59%	2.59%	4.25%	4.03%	2.94%	4.01%	4.30%	3.74%	3.70%	3.09%	Regularly monitored and actioned by exception.
15	Sickness absence rate	%	4.91%	4.84%	4.51%	4.44%	4.57%	4.61%	4.79%	4.38%	4.54%	5.00%	5.07%	5.09%	The Trust continues to monitor compliance with the Attendance Management Policy and the management of Long Term sickness which constitutes the majority of sickness absence. This includes regular Occupational Health case conferences and fast track access to Physio and Counselling services.
16	Consultants which, at their last appraisal, had fully completed their previous years PDP	%												This information is not currently collected by the Trust. Discussions are taking place to agree an appropriate mechanism and recording system which will commence in the new year and will be incorporated into all Consultant appraisals by no later than April 2013.	

# FINANCIAL RISK RATING

## St Helens & Knowsley Teaching Hospitals NHS Trust

Insert the Score (1-5) Achieved for each Criteria Per Month

Criteria	Indicator	Weight	Risk Ratings					Reported Position		Normalised Position*		Board Action
			5	4	3	2	1	Year to Date	Forecast Outturn	Year to Date	Forecast Outturn	
Underlying performance	EBITDA margin %	25%	11	9	5	1	<1	4	4	4	4	
Achievement of plan	EBITDA achieved %	10%	100	85	70	50	<50	4	4	4	4	
Financial efficiency	Net return after financing %	20%	>3	2	-0.5	-5	<-5	3	3	3	3	
	I&E surplus margin %	20%	3	2	1	-2	<-2	2	2	2	2	Forecast surplus provisionally agreed at £0.7m
Liquidity	Liquid ratio days	25%	60	25	15	10	<10	3	3	3	3	
<b>Weighted Average</b>		<b>100%</b>						3.2	3.2	3.2	3.2	
Overriding rules												
<b>Overall rating</b>												
							3	3	3	3		

### Overriding Rules :

Max Rating	Rule				
3	Plan not submitted on time	No			
3	Plan not submitted complete and correct	No			
2	PDC dividend not paid in full	No			
2	Unplanned breach of PBC	No			
2	One Financial Criterion at "1"				
3	One Financial Criterion at "2"				
1	Two Financial Criteria at "1"				
2	Two Financial Criteria at "2"				

\* Trust should detail the normalising adjustments made to calculate this rating within the comments box.

# FINANCIAL RISK TRIGGERS

## St Helens & Knowsley Teaching Hospitals NHS Trust

Insert "Yes" / "No" Assessment for the Month

	Criteria	Historic Data			Current Data				Board Action
		Qtr to Mar-12	Qtr to Jun-12	Qtr to Sep-12	Oct-12	Nov-12	Dec-12	Qtr to Dec-12	
1	Unplanned decrease in EBITDA margin in two consecutive quarters	Yes	Yes	No	No	No	No	No	
2	Quarterly self-certification by trust that the normalised financial risk rating (FRR) may be less than 3 in the next 12 months	Yes	No	No	No	No	No	No	
3	Working capital facility (WCF) agreement includes default clause	N/a	N/a	N/a	N/a	N/a	N/a	N/a	
4	Debtors > 90 days past due account for more than 5% of total debtor balances	Yes	No	No	No	No	No	No	
5	Creditors > 90 days past due account for more than 5% of total creditor balances	No	No	No	No	No	No	No	
6	Two or more changes in Finance Director in a twelve month period	No	No	No	No	No	No	No	
7	Interim Finance Director in place over more than one quarter end	No	No	No	No	No	No	No	
8	Quarter end cash balance <10 days of operating expenses	Yes	Yes	No	No	Yes	No	No	The delay in receiving the £13m PFI national support meant that cash balances reduced at the end of November as forecast. To mitigate this the Trust agreed with Commissioners to receive contract payments for Quarter 4 early, which improved liquidity in December.
9	Capital expenditure < 75% of plan for the year to date	No	No	No	No	No	No	No	
10	Yet to identify two years of detailed CIP schemes					No	No	No	The Trust recognises that additional detailed schemes are required to mitigate risks and support downside scenario planning.



**GOVERNANCE RISK RATINGS**

**St Helens & Knowsley Teaching Hospitals NHS Trust**

See 'Notes' for further detail of each of the below indicators

					Insert YES, NO or N/A (as appropriate)									
Area	Ref	Indicator	Sub Sections	Thresh- old	Weight- ing	Historic Data			Current Data				Board Action	
						Qtr to Mar- 12	Qtr to Jun-12	Qtr to Sep-12	Oct-12	Nov-12	Dec-12	Qtr to Dec-12		
Effectiveness	1a	Data completeness: Community services comprising:	Referral to treatment information	50%	1.0	N/a	N/a	N/a	N/a	N/a	N/a	N/a		
			Referral information	50%										
			Treatment activity information	50%										
	1b	Data completeness, community services: (may be introduced later)	Patient identifier information	50%		N/a	N/a	N/a	N/a	N/a	N/a	N/a		
Patients dying at home / care home			50%											
1c	Data completeness: identifiers MHMS		97%	0.5	N/a	N/a	N/a	N/a	N/a	N/a	N/a			
1c	Data completeness: outcomes for patients on CPA		50%	0.5	N/a	N/a	N/a	N/a	N/a	N/a	N/a			
Patient Experience	2a	From point of referral to treatment in aggregate (RTT) – admitted	Maximum time of 18 weeks	90%	1.0	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
	2b	From point of referral to treatment in aggregate (RTT) – non-admitted	Maximum time of 18 weeks	95%	1.0	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
	2c	From point of referral to treatment in aggregate (RTT) – patients on an incomplete pathway	Maximum time of 18 weeks	92%	1.0	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
	2d	Certification against compliance with requirements regarding access to healthcare for people with a learning disability		N/A	0.5	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Quality	3a	All cancers: 31-day wait for second or subsequent treatment, comprising :	Surgery	94%	1.0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
			Anti cancer drug treatments	98%										
			Radiotherapy	94%										
	3b	All cancers: 62-day wait for first treatment:	From urgent GP referral for suspected cancer	85%	1.0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
			From NHS Cancer Screening Service referral	90%										
	3c	All Cancers: 31-day wait from diagnosis to first treatment		96%	0.5	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
	3d	Cancer: 2 week wait from referral to date first seen, comprising:	all urgent referrals	93%	0.5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
			for symptomatic breast patients (cancer not initially suspected)	93%										
	3e	A&E: From arrival to admission/transfer/discharge	Maximum waiting time of four hours	95%	1.0	Yes	Yes	Yes	No	No	No	No	The trust is managing an increase in non elective admissions. This is putting severe organisational pressure on the trust which is compromising its ability to manage to the 4 hour standard. Since the last board meeting the Trust has engaged the Emergency Services Intensive Support Team. They are working with the trust to produce a revised emergency care model. The ECIST has commenced diagnostic analysis of the whole system during December and January.	
	3f	Care Programme Approach (CPA) patients, comprising:	Receiving follow-up contact within 7 days of discharge	95%	1.0	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a	
Having formal review within 12 months			95%											
3g	Minimising mental health delayed transfers of care		≤7.5%	1.0	N/a	N/a	N/a	N/a	N/a	N/a	N/a			
3h	Admissions to inpatients services had access to Crisis Resolution/Home Treatment teams		95%	1.0	N/a	N/a	N/a	N/a	N/a	N/a	N/a			
3i	Meeting commitment to serve new psychosis cases by early intervention teams		95%	0.5	N/a	N/a	N/a	N/a	N/a	N/a	N/a			
3j	Category A call – emergency response within 8 minutes	Red 1	80%	0.5	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a		
		Red 2	75%	0.5	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a		
3k	Category A call – ambulance vehicle arrives within 19 minutes		95%	1.0	N/a	N/a	N/a	N/a	N/a	N/a	N/a			
Safety	4a	Clostridium Difficile	Is the Trust below the de minimus	12	1.0	No	Yes	No	No	No	No	No	The board has taken close interest in the executive response to infection control incidents and has received regular reports regarding the action plan agreed with commissioners. The CQC recently inspected and deemed the Trust compliant with outcome 8, and a subsequent expert external review has confirmed that the Trust is taking the right action to minimise further infections. The Board action is to continue to implement the action plan.	
			Is the Trust below the YTD ceiling	37		Yes	No	No	No	No	No	No		
	4b	MRSA	Is the Trust below the de minimus	6	1.0	Yes	Yes	No	No	No	No	No	The board has taken close interest in the executive response to infection control incidents and has received regular reports regarding the action plan agreed with commissioners. The CQC recently inspected and deemed the Trust compliant with outcome 8, and a subsequent expert external review has confirmed that the Trust is taking the right action to minimise further infections. The Board action is to continue to implement the action plan.	
			Is the Trust below the YTD ceiling	5		Yes	No	No	No	No	No	No		
	<b>CQC Registration</b>													
	A	Non-Compliance with CQC Essential Standards resulting in a Major Impact on Patients		0	2.0	No	No	No	No	No	No	No		
	B	Non-Compliance with CQC Essential Standards resulting in Enforcement Action		0	4.0	No	No	No	No	No	No	No		
	C	NHS Litigation Authority – Failure to maintain, or certify a minimum published CNST level of 1.0 or have in place appropriate alternative arrangements		0	2.0	No	No	No	No	No	No	No		
	<b>TOTAL</b>						<b>1.0</b>	<b>0.0</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	
							AG	G	AR	AR	AR	AR	AR	

**RAG RATING :**

**GREEN** = Score less than 1

**AMBER/GREEN** = Score greater than or equal to 1, but less than 2



**GOVERNANCE RISK RATINGS**

**St Helens & Knowsley Teaching Hospitals NHS Trust**

Insert YES, NO or N/A (as appropriate)

See 'Notes' for further detail of each of the below indicators

Area	Ref	Indicator	Sub Sections	Thresh- old	Weight- ing	Historic Data			Current Data				Board Action
						Qtr to Mar-12	Qtr to Jun-12	Qtr to Sep-12	Oct-12	Nov-12	Dec-12	Qtr to Dec-12	
<b>Overriding Rules - Nature and Duration of Override at SHA's Discretion</b>													
i)		Meeting the MRSA Objective	Greater than six cases in the year to date, and breaches the cumulative year-to-date trajectory for three successive quarters			No	No	No	No	No	Yes	Yes	YTD is 7 cases but 1 case is under appeal to be assigned as community acquired.
ii)		Meeting the C-Diff Objective	Greater than 12 cases in the year to date, and either: Breaches the cumulative year-to-date trajectory for three successive quarters Reports important or significant outbreaks of C.difficile, as defined by the Health Protection Agency.			No	No	No	No	No	Yes	Yes	The Trust has only profiled 59% of the annual target as at Month 9. With 25 cases being reported YTD against an annual target of 37 cases, the Trust is to average 4 cases or less per month for the remainder of the year to ensure that the target is not exceeded.
iii)		RTT Waiting Times	Breaches: The admitted patients 18 weeks waiting time measure for a third successive quarter The non-admitted patients 18 weeks waiting time measure for a third successive quarter The incomplete pathway 18 weeks waiting time measure for a third successive quarter			No	No	No	No	No	No	No	
iv)		A&E Clinical Quality Indicator	Fails to meet the A&E target twice in any two quarters over a 12-month period and fails the indicator in a quarter during the subsequent nine-month period or the full year.			No	No	No	No	No	No	No	
v)		Cancer Wait Times	Breaches either: the 31-day cancer waiting time target for a third successive quarter the 62-day cancer waiting time target for a third successive quarter			No	No	No	No	No	No	No	
vi)		Ambulance Response Times	Breaches: the category A 8-minute response time target for a third successive quarter the category A 19-minute response time target for a third successive quarter either Red 1 or Red 2 targets for a third successive quarter			N/a	N/a	N/a	N/a	N/a	N/a	N/a	
vii)		Community Services data completeness	Fails to maintain the threshold for data completeness for: referral to treatment information for a third successive quarter; service referral information for a third successive quarter, or; treatment activity information for a third successive quarter			N/a	N/a	N/a	N/a	N/a	N/a	N/a	
viii)		Any other Indicator weighted 1.0	Breaches the indicator for three successive quarters.			N/a	N/a	N/a	N/a	N/a	N/a	N/a	
<b>Adjusted Governance Risk Rating</b>						<b>1.0</b>	<b>0.0</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	
						AG	G	AR	AR	AR	R	R	

## CONTRACTUAL DATA

### St Helens & Knowsley Teaching Hospitals NHS Trust

Information to inform discussion meeting

Insert "Yes" / "No" Assessment for the Month

Criteria		Historic Data			Current Data				Board Action
		Qtr to Mar-12	Qtr to Jun-12	Qtr to Sep-12	Oct-12	Nov-12	Dec-12	Qtr to Dec-12	
1	Are the prior year contracts* closed?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
2	Are all current year contracts* agreed and signed?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
3	Has the Trust received income support outside of the NHS standard contract e.g. transformational support?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
4	Are both the NHS Trust and commissioner fulfilling the terms of the contract?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
5	Are there any disputes over the terms of the contract?	No	No	No	No	No	No	No	
6	Might the dispute require third party intervention or arbitration?	N/a	N/a	N/a	N/a	N/a	N/a	N/a	
7	Are the parties already in arbitration?	N/a	N/a	N/a	N/a	N/a	N/a	N/a	
8	Have any performance notices been issued?	No	No	No	No	No	No	No	
9	Have any penalties been applied?	No	No	No	No	No	No	No	

\*All contracts which represent more than 25% of the Trust's operating revenue.

# TFA Progress

Jan-13

## St Helens & Knowsley Teaching Hospitals NHS Trust

Select the Performance from the drop-down list

TFA Milestone (All including those delivered)		Milestone Date	Performance	Board Action
1	Trust Innovation Challenge being developed with a view to implementing innovations and efficiencies in order to make further contributions to the PFI affordability gap.	From Aug-11		Continuing process to identify and secure efficiency and productivity improvements to support the CIP and PFI affordability.
2	Establishment of Strategic Partnership Board with membership of Merseyside PCT Cluster, CCGs, St Helens council and community providers.	Oct-11	Fully achieved in time	SPB met on 9th October 2012.
3	Updated LTFM with DH outcomes.	Oct-11	Fully achieved in time	The recently distributed 2012/13 5 year LTFM was completed and was incorporated into the submitted IBP
4	CIPs being developed up for 2012-13, using results from PwC as the foundations for the 3 year plans and incorporating Trust Innovation Challenge.	Jan-12	Fully achieved in time	
5	CIPs in outline for 2013-14, using results from PwC as the foundations for the 3 year plans.	Jan-12	Fully achieved in time	Future year CIPs currently being reviewed and will be incorporated into the submitted IBP
6	Summary CIPs for 2014-15, 2015-16, 2016-17	Jan-12	Fully achieved in time	Future year CIPs currently being reviewed and will be incorporated into the submitted IBP
7	2012-13 Contract signed off with Commissioners	Mar-12	Fully achieved in time	
8	Financial Risk Rating at a minimum of three	Oct-12	Fully achieved in time	The Trust hit all its FRR in October as per plan. The Trust had planned to receive the £13m PFI national funding support and slippage in receiving this in a timely manner has resulted in a red rating against the financial risk trigger for cash balances.
9	Consultation Plan to SHA	Oct-12	Fully achieved in time	Submitted on time to SHA. Feedback received 5th November. Second iteration circulated on 9th November.
10	IBP/LTFM - 2nd Draft	Nov-12	Fully achieved in time	Quality of IBP submission to be reviewed and programme for submissions going forward to be agreed with SHA.
11	Constitution 1st Draft	Nov-12	Fully achieved in time	
12	Formal Consultation (90 days)	Nov-12	Not fully achieved	Revised timescale to be agreed with SHA.
13	HDD 1 (Completion)	Nov-12	Fully achieved in time	Final report issued on 21st December.
14	QGAF Self Assessment (Completion)	Nov-12	Fully achieved in time	
15	BGAF Self Assessment (Completion)	Nov-12	Fully achieved in time	
16	IBP/LTFM - 3rd Draft	Dec-12	Not fully achieved	The Trust has agreed with the SHA to delay this submission. The Trust met with the NTDA on 17th January. A detailed revised milestone plan is being drafted to ensure Trust compliance with the FT pipeline timescales.
17	BGAF Independent Assurance (Completion)	Dec-12	Not fully achieved	Whilst Deloitte's estimate a four week timescale for independent assurance this will be challenging over festive period. The Trust have been advised that this will be completed by 15th February.
18	QGAF Independent Assurance (Completion)	Jan-13	Will not be delivered on time	The Trust have been advised that this will be completed by 15th February.
19	Final Submission	Feb-13	Will not be delivered on time	See 10 above
20	Revised Constitution	Feb-13	Will not be delivered on time	See 12 above
21	HDD 2 (Completion)	Mar-13	Will not be delivered on time	See 13 above
22	SHA Board to Board	Mar-13	Will not be delivered on time	If this is dependant upon completing HDD, BGAF, QGF and consultation then revised date to be agreed with SHA
23	As part of the health economy wide strategy, the Trust will work with the PCT Cluster to redesign services in order to make further contributions to the PFI affordability gap.	Start Apr-13	On track to deliver	The Strategic Partnership Board agreed to work with the Trust to deliver a net contribution of £2.75m in 2012-13 through schemes to close the PFI affordability gap. Some of these schemes originally identified have not been delivered, but the SPB have agreed that this contribution will be found this year and will be managed through the contract.

## Notes

Ref	Indicator	Details
Thresholds		The SHA will not utilize a general rounding principle when considering compliance with these targets and standards, e.g. a performance of 94.5% will be considered as failing to achieve a 95% target. However, exceptional cases may be considered on an individual basis, taking into account issues such as low activity or thresholds that have little or no tolerance against the target, e.g. those set between 99-100%.
1a	Data Completeness: Community Services	Data completeness levels for trusts commissioned to provide community services, using Community Information Data Set (CIDS) definitions, to consist of: - Referral to treatment times – consultant-led treatment in hospitals and Allied Healthcare Professional-led treatments in the community; - Community treatment activity – referrals; and - Community treatment activity – care contact activity. While failure against any threshold will score 1.0, the overall impact will be capped at 1.0. Failure of the same measure for three quarters will result in a red-rating. <b>Numerator:</b> all data in the denominator actually captured by the trust electronically (not solely CIDS-specified systems). <b>Denominator:</b> all activity data required by CIDS.
1b	Data Completeness Community Services (further data):	The inclusion of this data collection in addition to Monitor's indicators (until the Compliance Framework is changed) is in order for the SHA to track the Trust's action plan to produce such data. This data excludes a weighting, and therefore does not currently impact on the Trust's governance risk rating.
1c	Mental Health MDS	Patient identity data completeness metrics (from MHMDS) to consist of: - NHS number; - Date of birth; - Postcode (normal residence); - Current gender; - Registered General Medical Practice organisation code; and - Commissioner organisation code. <b>Numerator:</b> count of valid entries for each data item above. (For details of how data items are classified as VALID please refer to the data quality constructions available on the Information Centre's website: <a href="http://www.ic.nhs.uk/services/mhmds/dq">www.ic.nhs.uk/services/mhmds/dq</a> ) <b>Denominator:</b> total number of entries.
1d	Mental Health: CPA	<b>Outcomes for patients on Care Programme Approach:</b> • Employment status: <b>Numerator:</b> the number of adults in the denominator whose employment status is known at the time of their most recent assessment, formal review or other multi-disciplinary care planning meeting, in a financial year. Include only those whose assessments or reviews were carried out during the reference period. The reference period is the last 12 months working back from the end of the reported month. <b>Denominator:</b> the total number of adults (aged 18-69) who have received secondary mental health services and who were on the CPA at any point during the reported month. • Accommodation status: <b>Numerator:</b> the number of adults in the denominator whose accommodation status (i.e. settled or non-settled accommodation) is known at the time of their most recent assessment, formal review or other multi-disciplinary care planning meeting. Include only those whose assessments or reviews were carried out during the reference period. The reference period is the last 12 months working back from the end of the reported month. <b>Denominator:</b> the total number of adults (aged 18-69) who have received secondary mental health services and who were on the CPA at any point during the reported month. • Having a Health of the Nation Outcome Scales (HoNOS) assessment in the past 12 months: <b>Numerator:</b> The number of adults in the denominator who have had at least one HoNOS assessment in the past 12 months. <b>Denominator:</b> The total number of adults who have received secondary mental health services and who were on the CPA during the reference period.
2a-c	RTT	Performance is measured on an aggregate (rather than specialty) basis and trusts are required to meet the threshold on a monthly basis. Consequently, any failure in one month is considered to be a quarterly failure. Failure in any month of a quarter following two quarters' failure of the same measure represents a third successive quarter failure and should be reported via the exception reporting process. Will apply to consultant-led admitted, non-admitted and incomplete pathways provided. While failure against any threshold will score 1.0, the overall impact will be capped at 2.0. The measures apply to acute patients whether in an acute or community setting. Where a trust with existing acute facilities acquires a community hospital, performance will be assessed on a combined basis. The SHA will take account of breaches of the referral to treatment target in 2011/12 when considering consecutive failures of the referral to treatment target in 2012/13. For example, if a trust fails the 2011/12 admitted patients target at quarter 4 and the 2012/13 admitted patients target in quarters 1 and 2, it will be considered to have breached for three quarters in a row.
2d	Learning Disabilities: Access to healthcare	Meeting the six criteria for meeting the needs of people with a learning disability, based on recommendations set out in Healthcare for All (DH, 2008): a) Does the trust have a mechanism in place to identify and flag patients with learning disabilities and protocols that ensure that pathways of care are reasonably adjusted to meet the health needs of these patients? b) Does the trust provide readily available and comprehensible information to patients with learning disabilities about the following criteria: - treatment options; - complaints procedures; and - appointments? c) Does the trust have protocols in place to provide suitable support for family carers who support patients with learning disabilities? d) Does the trust have protocols in place to routinely include training on providing healthcare to patients with learning disabilities for all staff? e) Does the trust have protocols in place to encourage representation of people with learning disabilities and their family carers? f) Does the trust have protocols in place to regularly audit its practices for patients with learning disabilities and to demonstrate the findings in routine public reports? Note: trust boards are required to certify that their trusts meet requirements a) to f) above at the annual plan stage and in each month. Failure to do so will result in the application of the service performance score for this indicator.
3a	Cancer: 31 day wait	31-day wait: measured from cancer treatment period start date to treatment start date. Failure against any threshold represents a failure against the overall target. The target will not apply to trusts having five cases or less in a quarter. The SHA will not score trusts failing individual cancer thresholds but only reporting a single patient breach over the quarter.. Will apply to any community providers providing the specific cancer treatment pathways
3b	Cancer: 62 day wait	62-day wait: measured from day of receipt of referral to treatment start date. This includes referrals from screening service and other consultants. Failure against either threshold represents a failure against the overall target. The target will not apply to trusts having five cases or less in a quarter. The SHA will not score trusts failing individual cancer thresholds but only reporting a single patient breach over the quarter. Will apply to any community providers providing the specific cancer treatment pathways. National guidance states that for patients referred from one provider to another, breaches of this target are automatically shared and treated on a 50:50 basis. These breaches may be reallocated in full back to the referring organisation(s) provided the SHA receive evidence of written agreement to do so between the relevant providers (signed by both Chief Executives) in place at the time the trust makes its monthly declaration to the SHA. In the absence of any locally-agreed contractual arrangements, the SHA encourages trusts to work with other providers to reach a local system-wide agreement on the allocation of cancer target breaches to ensure that patients are treated in a timely manner. Once an agreement of this nature has been reached, the SHA will consider applying the terms of the agreement to trusts party to the arrangement.
3c	Cancer	Measured from decision to treat to first definitive treatment. The target will not apply to trusts having five cases or fewer in a quarter. The SHA will not score trusts failing individual cancer thresholds but only reporting a single patient breach over the quarter. Will apply to any community providers providing the specific cancer treatment pathways.

## Notes

Ref	Indicator	Details
3d	Cancer	<p>Measured from day of receipt of referral – existing standard (includes referrals from general dental practitioners and any primary care professional). Failure against either threshold represents a failure against the overall target. The target will not apply to trusts having five cases or fewer in a quarter. The SHA will not score trusts failing individual cancer thresholds but only reporting a single patient breach over the quarter. Will apply to any community providers providing the specific cancer treatment pathways.</p> <p>Specific guidance and documentation concerning cancer waiting targets can be found at: <a href="http://www.connectingforhealth.nhs.uk/nhais/cancerwaiting/documentation">http://www.connectingforhealth.nhs.uk/nhais/cancerwaiting/documentation</a></p>
3e	A&E	Waiting time is assessed on a site basis: no activity from off-site partner organisations should be included. The 4-hour waiting time indicator will apply to minor injury units/walk in centres.
3f	Mental	<p>7-day follow up:  <b>Numerator:</b>  the number of people under adult mental illness specialties on CPA who were followed up (either by face-to-face contact or by phone discussion) within seven days of discharge from psychiatric inpatient care.  <b>Denominator:</b>  the total number of people under adult mental illness specialties on CPA who were discharged from psychiatric inpatient care.</p> <p>All patients discharged to their place of residence, care home, residential accommodation, or to non-psychiatric care must be followed up within seven days of discharge. Where a patient has been transferred to prison, contact should be made via the prison in-reach team.</p> <p>Exemptions from both the numerator and the denominator of the indicator include:  - patients who die within seven days of discharge;  - where legal precedence has forced the removal of a patient from the country; or  - patients discharged to another NHS psychiatric inpatient ward.</p> <p>For 12 month review (from Mental Health Minimum Data Set):  <b>Numerator:</b>  the number of adults in the denominator who have had at least one formal review in the last 12 months.  <b>Denominator:</b>  the total number of adults who have received secondary mental health services during the reporting period (month) who had spent at least 12 months on CPA (by the end of the reporting period OR when their time on CPA ended).</p> <p>For full details of the changes to the CPA process, please see the implementation guidance Refocusing the Care Programme Approach on the Department of Health's website.</p>
3g	Mental Health: DTOC	<p><b>Numerator:</b>  the number of non-acute patients (aged 18 and over on admission) per day under consultant and non-consultant-led care whose transfer of care was delayed during the month. For example, one patient delayed for five days counts as five.  <b>Denominator:</b>  the total number of occupied bed days (consultant-led and non-consultant-led) during the month.</p> <p>Delayed transfers of care attributable to social care services are included.</p>
3h	Mental Health: I/P and CRHT	<p>This indicator applies only to admissions to the foundation trust's mental health psychiatric inpatient care. The following cases can be excluded:  - planned admissions for psychiatric care from specialist units;  - internal transfers of service users between wards in a trust and transfers from other trusts;  - patients recalled on Community Treatment Orders; or  - patients on leave under Section 17 of the Mental Health Act 1983.</p> <p>The indicator applies to users of working age (16-65) only, unless otherwise contracted. An admission has been gate-kept by a crisis resolution team if they have assessed the service user before admission and if they were involved in the decision-making process, which resulted in admission.</p> <p>For full details of the features of gate-keeping, please see Guidance Statement on Fidelity and Best Practice for Crisis Services on the Department of Health's website. As set out in this guidance, the crisis resolution home treatment team should:  a) provide a mobile 24 hour, seven days a week response to requests for assessments;  b) be actively involved in all requests for admission: for the avoidance of doubt, 'actively involved' requires face-to-face contact unless it can be demonstrated that face-to-face contact was not appropriate or possible. For each case where face-to-face contact is deemed inappropriate, a declaration that the face-to-face contact was not the most appropriate action from a clinical perspective will be required;  c) be notified of all pending Mental Health Act assessments;  d) be assessing all these cases before admission happens; and  e) be central to the decision making process in conjunction with the rest of the multidisciplinary team.</p>
3i	Mental Health	Monthly performance against commissioner contract. Threshold represents a minimum level of performance against contract performance, rounded down.
3j-k	Ambulance Cat A	<p>For patients with immediately life-threatening conditions.</p> <p>The Operating Framework for 2012-13 requires all Ambulance Trusts to reach 75 per cent of urgent cases, Category A patients, within 8 minutes. From 1 June 2012, Category A cases will be split into Red 1 and Red 2 calls:  • Red 1 calls are patients who are suffering cardiac arrest, are unconscious or who have stopped breathing.  • Red 2 calls are serious cases, but are not ones where up to 60 additional seconds will affect a patient's outcome, for example diabetic episodes and fits.</p> <p>Ambulance Trusts will be required to improve their performance to show they can reach 80 per cent of Red 1 calls within 8 minutes by April 2013.</p>
4a	C.Diff	<p>Will apply to any inpatient facility with a centrally set C. difficile objective. Where a trust with existing acute facilities acquires a community hospital, the combined objective will be an aggregate of the two organisations' separate objectives. Both avoidable and unavoidable cases of C. difficile will be taken into account for regulatory purposes.</p> <p>Where there is no objective (i.e. if a mental health trust without a C. difficile objective acquires a community provider without an allocated C. difficile objective) we will not apply a C. difficile score to the trust's governance risk rating.</p> <p>Monitor's annual de minimis limit for cases of C. difficile is set at 12. However, Monitor may consider scoring cases of &lt;12 if the Health Protection Agency indicates multiple outbreaks. Where the number of cases is less than or equal to the de minimis limit, no formal regulatory action (including scoring in the governance risk rating) will be taken.</p> <p>If a trust exceeds the de minimis limit, but remains within the in-year trajectory for the national objective, no score will be applied.  If a trust exceeds both the de minimis limit and the in-year trajectory for the national objective, a score will apply.  If a trust exceeds its national objective above the de minimis limit, the SHA will apply a red rating and consider the trust for escalation.</p> <p>If the Health Protection Agency indicates that the C. difficile target is exceeded due to multiple outbreaks, while still below the de minimis, the SHA may apply a score.</p>
4b	MRSA	<p>Will apply to any inpatient facility with a centrally set MRSA objective. Where a trust with existing acute facilities acquires a community hospital, the combined objective will be an aggregate of the two organisations' separate objectives.</p> <p>Those trusts that are not in the best performing quartile for MRSA should deliver performance that is at least in line with the MRSA objective target figures calculated for them by the Department of Health. We expect those trusts without a centrally calculated MRSA objective as a result of being in the best performing quartile to agree an MRSA target for 2012/13 that at least maintains existing performance.</p> <p>Where there is no objective (i.e. if a mental health trust without an MRSA objective acquires a community provider without an allocated MRSA objective) we will not apply an MRSA score to the trust's governance risk rating.</p> <p>Monitor's annual de minimis limit for cases of MRSA is set at 6. Where the number of cases is less than or equal to the de minimis limit, no formal regulatory action (including scoring in the governance risk rating) will be taken.</p> <p>If a trust exceeds the de minimis limit, but remains within the in-year trajectory for the national objective, no score will be applied.  If a trust exceeds both the de minimis limit and the in-year trajectory for the national objective, a score will apply.  If a trust exceeds its national objective above the de minimis limit, the SHA will apply a red rating and consider the trust for escalation.</p>