

**MANCHESTER UNIVERSITY NHS FOUNDATION TRUST**

**BOARD OF DIRECTORS**

<b>Report of:</b>	Group Executive Director of Strategy – Darren Banks
<b>Paper prepared by:</b>	Group Executive Director of Strategy – Darren Banks
<b>Date of paper:</b>	27 February 2018
<b>Subject:</b>	Annual Planning 2018-19 – Update
<b>Purpose of Report:</b>	<p>Indicate which by ✓</p> <ul style="list-style-type: none"> <li>• Information to note ✓</li> <li>• Support ✓</li> <li>• Resolution</li> <li>• Ratify</li> </ul>
<b>Consideration of Risk against Key Priorities</b>	The vision and strategic aims set the basis of the Board Assurance Framework against which strategic risks are monitored.
<b>Recommendations</b>	<p>The Board of Directors is asked to note that:</p> <ul style="list-style-type: none"> <li>- An Annual Plan narrative document is not required by NHS I</li> <li>- MFT Annual Plan will be brought to the Board in June.</li> </ul>
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# Annual Planning 2018-19 - Update

## 1. Introduction

The purpose of this paper is to update the Board in relation to the annual planning process for 2018/19.

## 2. Annual Planning - Internal

Hospitals and Managed Clinical Services (MCS) are developing their Business Plans for 2018/19. These are to be submitted to Executive Directors by 29 March 2018. There will then be a process to feedback comments and make amendments before submission to the Group Management Board in May.

A draft of the Hospital / MCS key priorities is being circulated to the Council of Governors for comment. Any feedback received will be considered by each Hospital / MCS and, if appropriate, reflected in plans.

An overarching MFT Annual Plan is also being developed. This will provide a high level summary of the organisation's overarching aims and corporate department priorities for the year ahead. It will also show how the Hospital / MCS key priorities and plans will support the organisation in achieving its vision and strategic aims.

The MFT Annual Plan will be submitted to the Board of Directors in June 2018.

## 3. Annual Planning - External

The previous Annual Planning paper suggested that a draft Annual Plan would be brought to the Board in March, so that the Board could review the document in advance of the requirement to submit to NHS I in April. However further guidance on the national requirements for planning for 2018/19 indicated that there is no requirement for an Annual Plan narrative document this year.

Providers are required to submit refreshed operational plans for 2018/19 to NHSI, which consist of updated finance, workforce and activity planning templates along with a supporting narrative to provide an overview and explanation of changes. The 2018/19 Financial Plan will be presented to Finance and Scrutiny Committee on 14th March for approval.

## 4. Timetable

The timelines for the internal and external processes are set out below:

	Hospital/MCS Plan	MFT Plan	NHS I Plan Deadline
Circulate key priorities to CoG for comment	5- 16 March		
Feedback comments to MCS/Hospitals for consideration	20 March		
Draft 2018/19 Operational Plans submitted to NHS I			8 March
2018/19 MFT Financial Plan submitted to FSC for approval			14 March
Strategy receive corporate department information and collate		19 March	
Hospital/MCS sign-off	29 March		
Executive Directors receive for review	3 April	3 April	
Comments back to Hospitals/MCS from EDs	16 April	16 April	
Hospital/MCS amendments	27 April		
Final 2018/19 Operational Plans submitted to NHSI			30 April
Group COO sign-off	11 May		
EDT sign-off	17 May	17 May	
Group Management Board workshop	21 May	21 May	
Trust Board	June	June	

## **5. Future Planning**

This year has been atypical in that it was year two of 2-year plans approved in 2017/18 and the national guidance was not issued until February. The internal process for annual planning for 2019/20 is being developed now based on bringing forward the deadlines, similar to the timeline adopted in 2017/18. This will give Hospitals/MCSs and corporate departments time to develop plans that can be approved for 1 April. Proposals will also be developed for how the Governors will be engaged in the forward planning process.

## **6. Actions / Recommendations**

The Board of Directors is asked to note that:

- An Annual Plan narrative document is not required by NHS I
- MFT Annual Plan will be brought to the Board in June.