Have your say

Public consultation on our proposal to become a NHS foundation trust
Your local NHS Trust is changing

Surrey & Sussex Healthcare NHS Trust, is beginning a journey to become a NHS foundation trust. Becoming a foundation trust means that we will remain firmly within the NHS, but will be an organisation free from the direct control of central government.

We will become a membership organisation accountable to local people and regulated by Monitor, the independent regulator of NHS foundation trusts. We will also have more control over our finances, which will allow us to re-invest money to provide even better services for local people.

We want all local people and interested parties to get involved in establishing the future of our hospital trust. We are holding a public consultation from 21 November 2013 to 28 February 2014, which is our opportunity to tell you about our plans and to hear from you.

This booklet explains the details. After reading it we would like to know what you think about:

• Our vision and future plans to become a NHS foundation trust
• Our membership proposals
• The make-up of our Council of Governors

Ways in which you can respond to this consultation are set out on page 8.

As well as consulting on our plans to become a NHS foundation trust, we are also inviting you to become a member. Being a member is a way of showing support for your local hospital. You will be able to vote for the governors that will represent you, or you might want to stand for election as a governor yourself. More details about what being a member means, and how to register, is explained in this booklet.

See our website for more details: www.sash.nhs.uk/ft
If you would like help reading this booklet, please speak to one of our staff or contact our Patient Advice and Liaison Service (PALS) by phone: 01737 231 958, or fax: 01293 600 399, or email: pals@sash.nhs.uk
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**THIS INFORMATION CAN BE MADE AVAILABLE IN OTHER LANGUAGES AND FORMATS, INCLUDING LARGER TEXT. CONTACT 01737 231958 FOR HELP.**

 nossos conhecimentos em outras línguas e formatos, incluindo texto grande. Entre em contato pelo número 01737 231958.

**NINIEJSZE INFORMACJE MOŻNA OTRZYMAĆ W INNYCH JĘZYKACH I FORMATACH, NP. DUŻYM DRUKIEM DZWONIĄC POD NUMER 01737 231958.**

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**阙梅博達，更為詳細的資訊可洽01737 231958。**
Welcome to Surrey and Sussex Healthcare NHS Trust

The Trust delivers safe, high quality healthcare to a growing catchment population of 535,000 people, as well as the thousands of people that pass through Gatwick Airport every day.

We are responsible for East Surrey Hospital in Redhill, where we provide acute and complex services. In addition, we reach out into the community to provide a range of out-patient, diagnostic and less complex planned services closer to home. We provide services at Dorking and Caterham Dene Hospitals and Oxted Health Centre in Surrey, and at Crawley, Horsham and Queen Victoria Hospitals in West Sussex.

The Trust employs over 3,500 staff, providing a comprehensive range of emergency and non-emergency services to the residents of east Surrey, north-east West Sussex, and South Croydon, including the major towns of Crawley, Horsham, Reigate and Redhill.

The Trust has moved from delivering a few of the national standards, to delivering them all. We are recognised as being one of the most improved trusts in terms of patient experience, and is now regarded by many as an organisation that has ‘turned itself around’.

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Fact box:

What we do

The Trust treats in excess of 65,000 inpatients and 250,000 Outpatients a year.

We also deliver 4,500 babies and administer 4,800 chemotherapy treatments.

and have 80,000 attendances to our Emergency Department.
About NHS foundation trusts

NHS foundation trusts are membership organisations. The membership is formed of local people, including patients and staff.

Through our membership we are able to hear from, and better respond to, local people.

The Council of Governors will include a majority of governors elected by members from the membership. Governors represent the views of the membership, and hold the Trust Board of Directors to account for the way that the organisation is run and how the services are provided.

NHS foundation trusts remain part of the NHS, but have more control over their finances and more freedom to provide services in a way that benefits the local population.

NHS foundation trusts must continue to meet national quality standards and we will continue to be inspected by the Care Quality Commission. We will not be allowed to continue on the path towards becoming a NHS foundation trust until our services have been inspected by the new Chief Inspector of Hospitals.

The advantages of becoming a NHS foundation trust

• The hospital trust will be at the heart of the communities we serve. We will be more accountable to local people and less accountable to central government.

FACT: NHS foundation trusts are subject to NHS standards, performance ratings and systems of inspection. They are NHS organisations that continue to provide NHS services.

• Patients, local people and staff can become members and stand for election as governors. We will consult our members on important decisions and changes.

• We will have greater financial freedom to reinvest any money we generate.

• We can be more innovative with forming partnerships and collaborations to benefit our patients.

We want to be at the heart of our local communities. We want to build a substantial and representative membership to become a more outward-facing organisation. We believe that a well-informed, motivated and engaged membership will help us be a more responsive organisation, with an improved understanding of the needs of our patients and local communities.
As a NHS foundation trust our governance (the way the Trust is run and managed) will change and will have three main elements:

1. **Membership**
2. **Council of Governors**
3. **Board of Directors**

**Membership**
Foundation trusts are membership organisations giving patients, local people and staff, as members, a greater influence in decisions.

The patient members are people aged 14 and over, that have received care at Surrey and Sussex Healthcare NHS Trust in the past five years, or their carers.

The public members are people aged 14 and over that are patients or carers, or local residents that live in our catchment area.

1. Crawley
2. Mole Valley
3. Reigate & Banstead
4. Tandridge
5. Horsham
6. Mid Sussex
7. Croydon

(The Coulsdon East Ward, Coulsdon West Ward, Kenly Ward, Sanderstead Ward and Purley Ward)

The staff members are trust employees that have a permanent contract, a contract with a term of at least 12 months or who have been employed continuously for at least 12 months, and volunteers that have been registered as volunteers for at least 12 months. Staff will be auto-enrolled as members unless they choose to opt-out.

Four staff members will be elected as governors ensuring staff views are represented.

**Do you agree with our proposals for the Council of Governors?**

Do you agree with the proposed geographical areas for our membership?

Do you think they are representative of the communities we serve?

Do you agree that people aged 14 should be able to become a member?
**Council of Governors**
As a NHS foundation trust, we will have a Council of Governors. The Council of Governors will be important and influential. It will work with the Board of Directors on the strategic direction of the organisation and our future plans, representing the interests and feedback of members.

**It will also:**

- Help to develop the Trust’s membership strategy and help the Trust recruit a representative membership
- Appoint (or remove) the Chair and the Non-Executive Directors of the Board of Directors
- Approve the appointment of the Chief Executive
- Appoint the Trust’s external auditors
- Agree the pay of Non-Executive Directors and the Chair
- Receive the annual report and accounts

The Council of Governors will be made up of governors elected by our members and by governors appointed by partner organisations. The number of elected governors from each area reflects the anticipated number of members in each constituency.

**Election for the Council of Governors will take place in 2014**

- Every member will be eligible to vote
- Governor vacancies will be advertised to all members
- As a member you can nominate yourself or someone else
- All voting will be by secret postal ballot
- Elections will be held every three years

**Board of Directors**
The Board of Directors is legally accountable for running the Trust. It is made up of a lay Chair, five Non-Executive Directors (lay people appointed for four years), and five Executive Directors.

**Summary of Council**

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<table>
<thead>
<tr>
<th>Elected Governors</th>
<th>Appointed Governors</th>
</tr>
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<tbody>
<tr>
<td>Total Elected Governors</td>
<td>19</td>
</tr>
<tr>
<td>Total Appointed Governors</td>
<td>9</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
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</tbody>
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**Elected Governors**

<table>
<thead>
<tr>
<th>Public</th>
</tr>
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<tbody>
<tr>
<td>Mole Valley District</td>
</tr>
<tr>
<td>Reigate and Banstead</td>
</tr>
<tr>
<td>Tandridge District</td>
</tr>
<tr>
<td>Crawley District</td>
</tr>
<tr>
<td>Horsham</td>
</tr>
<tr>
<td>Mid Sussex</td>
</tr>
<tr>
<td>Croydon</td>
</tr>
<tr>
<td><strong>Total Public Governors</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
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<tbody>
<tr>
<td>Medical and Dental</td>
</tr>
<tr>
<td>Nursing and Midwifery</td>
</tr>
<tr>
<td>Other clinical</td>
</tr>
<tr>
<td>other not included above</td>
</tr>
<tr>
<td><strong>Total Staff Governors</strong></td>
</tr>
</tbody>
</table>

**Appointed Governors**

- Local Authority
- ClinicalCommissioning Group
- University
- Partner

| Surrey County Council | 1 |
| West Sussex County Council | 1 |
| Crawley CCG | 1 |
| East Surrey CCG | 1 |
| Horsham and Mid Sussex CCG | 1 |
| Surrey Downs CCG | 1 |
| Brighton & Sussex Medical School | 1 |
| Health Watch | 1 |
| Voluntary Sector Umbrella Organisation | 1 |
| **Total Appointed Governors** | **9** |

**Total Number of Governors**

- **28**
Have your say

We want to hear what you think about our foundation trust plans. Your feedback will form part of our NHS foundation trust application and should be sent to us no later than 28 February 2014.

You can let us have feedback by:

- Completing the online form at www.sash.nhs.uk/ft
- E-mailing us at SashFT.membership@nhs.net
- Using the feedback form opposite
- Writing to us at: Freepost (RRGU-LBSY-HCSL) Foundation Trust Office - AD55 East Surrey Hospital Canada Avenue Redhill Surrey RH1 5RH

You can also email us if you have any general comments or questions about the consultation at SashFT.membership@nhs.net

Want to know more?
Visit one of our community events – see www.sash.nhs.uk/ft for details of dates and venues.

We are also happy to visit community groups. Please contact a member of the team to discuss on 01737 768511 Ext 1864 or email SashFT.membership@nhs.net

What happens after the consultation has ended?
Once our consultation has ended on 28 February 2014, we will review all the comments we receive and will use your comments to refine our foundation trust application. We might not be able to make all the changes suggested by people but we will consider every response with an open mind.

We will prepare a summary document containing all the responses and the changes we have made to our plans as a result of comments received. The document will be available on our website or you can request a copy from SashFT.membership@nhs.net or call 01737768511 Ext 1864.
Consultation feedback form

Q1 Do you agree with the Trust’s objectives and plans for the future? (for more information see page 11)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Q2 Do you agree with the proposed geographical areas for our membership? (for more information see page 6)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Q3 Do you think they are representative of the communities we serve? (for more information see page 6)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Q4 Do you agree that people aged 14 should be able to become a member? (for more information see page 12)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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Continued over page »
Q5 Do you agree with our proposals for the Council of Governors? (for more information see page 7)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Q6 Do you agree with the proposed new name: Surrey & Sussex NHS Foundation Trust?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Any other comments?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Personal details

Are you:
Patient ☐
Carer ☐
Resident ☐
Member of staff ☐
Partner organisation ☐
Other, please specify ☐

Member: Yes ☐ No ☐

If not a member we would like you to become one. Please see details of how to apply on page 12.

Name

Title

Address

Postcode

A summary document of the results of the consultation will be published (anonymously) on our website after February 2014.
Our vision and values

Our vision for the services we deliver is to provide: safe, high quality healthcare that puts our Community First.

Everything we do is underpinned by our Values, which are:

Dignity & Respect: We value each person as an individual and will challenge disrespectful and inappropriate behaviour.

One Team: We work together and have a ‘can do’ approach to all that we do recognising that we all add value with equal worth.

Compassion: We respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked, because we care.

Safety & Quality: We take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

Our plans for the future

Our foundation trust application includes a five year Integrated Business Plan (IBP). The IBP describes our strategic plans and our objectives, and how we will achieve them.

Strategically we strive for excellence, providing locally based services, that are sustainable and affordable (clinically and financially). So our key objectives for 2014/15 are to deliver hospital services within a well-led organisation that are:

1 Safe  
2 Caring  
3 Effective  
4 And responsive to people’s needs

Do you agree with the Trust’s objectives and plans for the future?
BECOME A MEMBER

Be part of our future – become a foundation trust member

NHS foundation trusts are membership organisations. Membership of the Trust is open to everyone aged 14 and over who lives within our catchment area, or works for the trust.

Membership of the Trust is free, and every member is entitled to join the NHS Health Service Discount scheme.

Members can indicate to us their preferred level of involvement. If possible we would like our members to be involved in making decisions about the future of our services by providing feedback, responding to surveys and consultations, and voting in elections for the Council of Governors. We hope that some of our members will want to be more involved by standing for election to be on the Council of Governors.

As a member you will:

• Receive regular information about the Trust
• Be able to vote to appoint governors
• Stand as a governor (over 16s only)
• Have the opportunity to join ‘special interest groups’ and join in discussions or consultations about changes and developments
• Join the NHS Health Service Discount scheme
• Have the opportunity to join specialist advice groups at the Trust and attend regular constituency meetings

It is important our members reflect the diversity of our local communities, and we want to make sure that everyone who would like to be involved can be. Becoming a member is simple, you can complete the membership form on the opposite page, complete the form on-line, or download the form and post or email it to us at:

Address:
Freepost (RRGU-LBSY-HCSL)
Foundation Trust Office - AD55
East Surrey Hospital
Canada Avenue
Redhill
Surrey
RH1 5RH

Email: SashFT.membership@nhs.net

Online form: www.sash.nhs.uk/ft/membershipform

Please call the Membership Office if you have any queries about membership. Call: 01737 768511 Ext 1864

You can choose how involved you want to be.

You might choose to just receive our newsletter four times a year, or you might choose to stand as a governor.
Members play a key role in our Trust and you will be able to get more involved by becoming a member. Anyone aged 14 and over can join as long as they are, or have been a patient or carer in the past 5 years, or live in the Trust’s catchment area, which is made up of the following local council areas: Crawley, Horsham, Mid Sussex, Mole Valley, Reigate & Banstead, Tandridge and Croydon.

Name

Title

Address

Postcode

Telephone (land line or mobile)

Email

Contacting members by email is the most cost-effective method of communication. If you are willing to receive information by email please provide your email address below:

Do you have any special information requirements?

Audio

Large print

Braille

Other

Please state below:


Would you like more application forms so your family and friends can join?

How many?

We will send you the forms along with a freepost addressed envelope to post the completed forms back to us.

What is your connection to the Trust?

Are you a member of the public/patient or carer that lives inside our catchment area?  

A member of Trust staff

Representing a group/organisation

A patient or carer that lives outside our catchment area

I declare I am eligible and would like to become a member of the Trust

Signed

Date

Surrey and Sussex Healthcare NHS Trust

Return completed form to:
Freepost (RRGU-LBSY-HCSL)
Foundation Trust Office - AD55
East Surrey Hospital
Redhill
RH1 5RH

Patients, carers and members of the public who live in our catchment area are eligible to be public members, and will vote for the public governors. Patients and carers that do not live in one of the seven areas we’ve identified as our catchment area, will be eligible to be patient members and will vote for the patient governors.

Putting people first
Delivering excellent, accessible healthcare
About You

We are committed to building a membership that reflects the diverse communities we serve and we would be grateful if you would complete the following section.

Date of Birth:

| D | D | M | M | Y | Y | Y |

I am:  

- Male
- Female
- Transgender

Do you consider yourself to have a disability?

- Yes
- No
- Prefer not to say

Ethnicity

- White British
- White Irish
- Other White
- White & Black Caribbean
- White & Black African
- White & Asian
- Other Mixed Background
- Black African
- Other

Select your preferred ethnic group:

- Black Caribbean
- Other Black background
- Indian
- Pakistani
- Bangladeshi
- Other Asian background
- Chinese
- Other ethnic group

Sexual Orientation

- Heterosexual (Straight)
- Bisexual
- Gay Man
- Gay Woman (Lesbian)
- Prefer not to say

What geographical area do you live in?

- Crawley
- Mole Valley
- Tandridge
- Mid Sussex
- Horsham
- Reigate & Banstead
- Croydon

Do you have any special interests regarding care?

- Medicine e.g Rehabilitation
- Accident & Emergency
- Women’s Health e.g. Maternity, Gynaecology
- Children’s Services e.g. Paediatrics
- Surgery e.g General Surgery, Orthopaedics
- Outpatients
- Support services e.g. cleaning, food, parking, volunteers

How did you hear about our membership?

- At a public meeting
- Received a leaflet
- Face to face recruitment
- Via our services/staff
- On our website
- Through the local press/media
- Other

Please state below:


Please tell us how you would like to be involved, you can tick more than one box

- Online surveys
- Take an interest in focus groups
- Attend meetings or events
- Find out more about becoming a governor

Please tick all the following which apply

- Live within our catchment area
- Someone who uses our services
- A carer of someone who uses our services
- Volunteer

Other

Please state below:


This information will only be used by Surrey and Sussex Healthcare NHS Trust in conjunction with membership and public involvement, and in accordance to the Data Protection Act 1998. We are obliged to keep a public register of members, if you do not wish to be included on this register please tick this box

Thank you for taking your time to fill in this form and for becoming a member.

Your support is appreciated.
Board of Directors

The Trust’s Board of Directors are legally accountable for running the Trust. It has a Chair, five Non-Executive Directors (lay people usually appointed for four years) and five Executive Directors that are employees.

Members

NHS foundation trust members are people aged 14 and over, who are patients or carers, or live in one of the public constituencies.

Trust staff are also members unless they choose not to be a member.

Foundation Trust

NHS organisations that are free from central government control and with more involvement from local people, patients and staff who, as members or governors have more say in how services are provided.

Governor

NHS foundation trust governors are elected by foundation trust members or appointed from local partner organisations to represent their views to the Board of Directors.

Membership

Is formed of at least 9,000 members, with 3,500 being staff members and the other 5,500 being patients and local people.

Clinical Commissioning Groups

These organisations are mostly made up of GPs. They commission and buy the health services from the hospital to best serve their patients.

Trust Development Authority

This organisation oversees all non-foundation trusts and is tasked with getting all of these trust to NHS Foundation Trusts status. www.ntda.nhs.uk

Monitor

This organisation is the independent regulator that oversees all the activities of NHS foundation trusts. www.monitor-nhsft.gov.uk

Partner Organisations

These are organisations that work with the NHS and other organisations including local councils, commissioning groups, and charities.
Frequently asked questions

What are the benefits of being a foundation trust?

- NHS policy requires us to be a NHS foundation trust, but the process of becoming a foundation trust and the local representation, through our membership, will make us a better Trust.
- Being a NHS foundation trust is a ‘quality mark’ – you cannot become a foundation trust if you are not financially stable, and delivering high quality and safe services.
- We will be more accountable to our local communities, patients, and staff, who all have the right to become members and to stand for election as governors.
- NHS foundation trusts are organised and governed in a different way and as a result have more freedom to decide how to organise services to best meet local needs.

What happens if we don’t become a foundation trust?

- Remaining as a stand-alone NHS Trust is not an option.
- Our high performance against the NHS quality standards, means we are eligible to apply to become a NHS foundation trust.
- For organisations that are not able to become an NHS Foundation Trust an alternative organisational form will be required, for example:
  - Social enterprise
  - Merger with another NHS foundation trust
  - Management franchise with either an NHS foundation trust or a private organisation

How can you help us become a NHS foundation trust?

- Become a member
- Ask your colleagues, friends and family to become members
- Give us your feedback
- Ask your colleagues, friends and family to give us their feedback

Being a NHS foundation trust is a sign of quality. Only well-led trusts delivering high quality and safe services can become a NHS foundation trust.

To find our more, attend one of our community consultation events being held during December, January and February – dates and venues are available on our website: www.sash.nhs.uk/ft

Further information about NHS foundation trust can be found at:

www.monitor-nhsft.gov.uk
www.foundationtrustnetwork.org
www.surreyandsussex.nhs.uk/ft