

# PAPER

BOD 116/2013

(Agenda Item: 11)

# Report to the Meeting of the

# Oxford Health NHS Foundation Trust

# Board of Directors

**Friday 25 October 2013**

**Annual Plan 2013/14 Quarter 2 Report**

**For: Information**

**Executive Summary:**

The Board of Director’s receives a quarterly report summarising the progress of the Trust’s Annual Plan. This report is for Quarter 2 2013/14 (July - September).

**Note**: some milestones do not have updates as they are not due to start yet

After a review of the Q1 annual plan progress report presented in July, we have introduced a Column which shows what we have achieved in this quarter. We would first like to draw you attention to this column which shows of number of achievements completed and some further detail on each project.

The next column identifies projects which have been delayed or the start/end date has been changed. It includes reasons for the slippage and actions taken to mitigate the slippage.

The last column shows general concerns, risks, issues and changes associated with the delivery of projects.

In November, we will be launching the business planning process to review and add existing projects; we will work across the organisation to capture and consolidate plans which will contribute to our Annual strategic plan submission for next year.

We continue to work with project leads to refine milestones and better understand the impact delays have on other projects. In quarter 3, we will be presenting key performance indicators for patient safety.

**Recommendation**

The Board of Directors is asked to note the Q2 position.

**Author and Title:** Usmaan Rahman, Strategy & Business Planning Manager

**Lead Executive Director:** Mike McEnaney, Director of Finance