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**[paste trust logo here]**

**Operational Plan Document for 2014-16**

**[insert name] NHS Foundation Trust**

**Operational Plan Guidance – Annual Plan Review 2014-15**

The cover sheet and following pages constitute operational plan submission which forms part of Monitor’s 2014/15 Annual Plan Review

The operational plan commentary must cover the two year period for 2014/15 and 2015/16. Guidance and detailed requirements on the completion of this section of the template are outlined in section 4 of the APR guidance.

Annual plan review 2014/15 guidance is available [here](http://www.monitor.gov.uk/node/5502).

Timescales for the two-stage APR process are set out below. These timescales are aligned to those of NHS England and the NHS Trust Development Authority which will enable strategic and operational plans to be aligned within each unit of planning before they are submitted.

Monitor expects that a good two year operational plan commentary should cover (but not necessarily be limited to) the following areas, in separate sections:

1. Executive summary
2. Operational plan
	1. The short term challenge
	2. Quality plans
	3. Operational requirements and capacity
	4. Productivity, efficiency and CIPs
	5. Financial plan
3. Appendices (including commercial or other confidential matters)

As a guide, we expect plans to be a maximum of thirty pages in length. Please note that this guidance is not prescriptive and foundation trusts should make their own judgement about the content of each section.

The expected delivery timetable is as follows:

|  |  |
| --- | --- |
| Expected that contracts signed by this date | 28 February 2014 |
| Submission of operational plans to Monitor | 4 April 2014 |
| Monitor review of operational plans | April- May 2014 |
| Operational plan feedback date | May 2014 |
| Submission of strategic plans to Monitor(Years one and two of the five year financial plan will be fixed per the final plan submitted on 4 April 2014) | 30 June 2014 |
| Monitor review of strategic plans | July-September 2014 |
| Strategic plan feedback date | October 2014 |

## Operational Plan for y/e 31 March 2015 and 2016

**This document completed by (and Monitor queries to be directed to):**

|  |  |
| --- | --- |
| Name |  |
|  |  |
| **Job Title** |  |
|  |  |
| **e-mail address** |  |
|  |  |
| **Tel. no. for contact** |  |
|  |  |
| **Date** |  |

**The attached Operational Plan is intended to reflect the Trust’s business plan over the next two years. Information included herein should accurately reflect the strategic and operational plans agreed by the Trust Board.**

**In signing below, the Trust is confirming that:**

* **The Operational Plan is an accurate reflection of the current shared vision of the Trust Board having had regard to the views of the Council of Governors and is underpinned by the strategic plan;**
* **The Operational Plan has been subject to at least the same level of Trust Board scrutiny as any of the Trust’s other internal business and strategy plans;**
* **The Operational Plan is consistent with the Trust’s internal operational plans and provides a comprehensive overview of all key factors relevant to the delivery of these plans; and**
* **All plans discussed and any numbers quoted in the Operational Plan directly relate to the Trust’s financial template submission.**

**Approved on behalf of the Board of Directors by:**

|  |  |
| --- | --- |
| Name *(Chair)* |  |
|  |  |
| **Signature** |  |

**Approved on behalf of the Board of Directors by:**

|  |  |
| --- | --- |
| Name *(Chief Executive)* |  |
|  |  |
| **Signature** |  |

**Approved on behalf of the Board of Directors by:**

|  |  |
| --- | --- |
| Name *(Finance Director)* |  |
|  |  |
| **Signature** |  |

## Executive Summary

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## Operational Plan

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## Appendices: commercial or other confidential matters

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