



**ACCREDITATION**

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# PRINCLIPLE

## AIM

To allow the Finance Leadership Council to give recognition to NHS organisations that have the very best finance skills development culture and practices in place.

# SUBSIDIARY

# AIM

Accredited organisations are fully signed up to Future-Focused Finance's aim of **'Making People Count'** by connecting and developing all NHS Professionals

# THREE LEVELS



# ACCREDITATION

**LEVEL 1** will be achieved through a process of self-assessment with verification from FD

**LEVELS 2 & 3** will require peer-assessment by colleague(s) from another accredited organisation

Each level requires evidence of achievement against a range of criteria against six standards:

- 🏆 Infrastructure
- 🏆 Personal Development
- 🏆 Professional Development
- 🏆 Finance Workforce & Career Planning
- 🏆 Corporate Financial Competence
- 🏆 Business Controls & Policy

# LEVEL 1 EVIDENCE

STANDARD	LEVEL 1	EVIDENCE
<b>1. Infrastructure</b>	1.1.1 The Director of Finance / Chief Finance Officer's job description clearly describes professional leadership responsibilities.	
	1.1.2 Finance Skills Development (FSD) Lead in place (or shared role where appropriate) with recognition of role in annual objectives or job description.	
	1.1.3 FSD Network involvement recorded (e.g. attendance at Leads meetings, involvement in steering groups, action plans resulting from Network meetings).	
	1.1.4 Evidence of organisational values and behaviours, including compliance with Code of Ethics for the relevant professional body.	

# LEVEL 1 EVIDENCE

STANDARD	LEVEL 1	EVIDENCE
<b>2. Personal development</b>	1.2.1 Every member of finance team has an up to date job description and agreed objectives.	
	1.2.2 All staff have annual appraisals with Personal Development Plans (PDP) and there is evidence that the FFF 'Four Strengths' framework is used for development purposes.	
	1.2.3 All members of team are encouraged to maintain a Personal Development Portfolio or equivalent.	
	1.2.4 All staff <u>have</u> access to mentoring and/or coaching opportunities.	
	1.2.5 Staff <u>have</u> access to a variety of learning materials (e.g. online learning, local FSD events, local development programmes, HFMA etc.)	



# LEVEL 1 SUBMISSION PROCESS

- 🏆 Send documentation to FFF team
- 🏆 Review & feedback
- 🏆 Re-submit if necessary
- 🏆 Sent to FLC for formal sign-off (meets 3 times a year)
- 🏆 Certificate presented
- 🏆 Organisation allowed to use logo on all correspondence
- 🏆 Needs to be renewed every three years

# LEVEL 2/3 SUBMISSION PROCESS

- 🏆 Contact FFF team
- 🏆 Assessor appointed
- 🏆 Assessor visits and completes review with finance team
- 🏆 On completion, assessor submits report to FFF team
- 🏆 Sent to FLC for formal sign-off (3 times a year)
- 🏆 Certificate presented
- 🏆 Organisation allowed to use logo on all correspondence
- 🏆 Needs to be renewed every three years

# BENEFITS TO THE ORGANISATION

- 🏆 Shows that basics are in place
- 🏆 Allows you to review key areas and identify strong points to share and weaknesses to address
- 🏆 Motivates the team
- 🏆 Encourages staff at all levels to work together
- 🏆 Helps to identify emerging talent in the team
- 🏆 Facilitates sharing of good practice between organisations (“learn from the best”)
- 🏆 Useful for NHS Regulators to understand organisations better (e.g. NHS Improvement ‘Use of Resources’ assessment)

# BENEFITS TO THE ORGANISATION

“Having been part of the North West Towards Excellence Accreditation process and being awarded Level 3 accreditation, both the finance team and the wider organisation at NHS Bolton CCG recognise the importance of the external recognition that we have the very best finance skills development culture and practices in place. FFF accreditation has allowed us to build on the North West scheme and bring an added focus on promoting the national work of FFF and making the best use of the FFF toolkits available. We are proud to have been the first organisation in the country to have been awarded FFF Accreditation.”

**Jackie Murray**

Deputy Chief Finance Officer,  
NHS Bolton Clinical  
Commissioning Group

“Going through the Future-Focused Finance Accreditation process required the whole finance function to effectively re-look at ourselves, and reflect upon the type of service we were offering. In addition, when gathering evidence, we were able to reflect on what we did well, and what we could share; and conversely where we could improve and where we could learn from others. The process of accreditation brought members of the department closer together, as a team, and provided an opportunity to reflect. This has led to a number of internal changes, including improvements in our training strategy, whereby we have tried to align our provision much more closely to the needs of the organisation. I would wholeheartedly endorse the process to others who are considering applying for FFF Accreditation.”

**Simon Holden**

Interim Chief Finance Officer,  
Countess of Chester Hospital  
NHS Foundation Trust

# AN ASSESSOR'S PERSPECTIVE

## PERSONAL BENEFITS

- 🏆 Share your own knowledge and experience
- 🏆 See how things are done elsewhere (good and bad!) and use in your own organisation, as appropriate
- 🏆 Raise your profile and develop your personal network
- 🏆 Contributes to CPD
- 🏆 Helps you to stand out from the crowd

# THE ASSESSMENT PROCESS

## PRE-ASSESSMENT

- 🏆 Complete an informal gap analysis with the organisation
- 🏆 Help them address issues
- 🏆 NOT “pass/fail”, but “pass with help”

## MANAGING EXPECTATIONS

- 🏆 Level 2 is harder than Level 1, and Level 3 is difficult – deliberately so!

## FINAL ASSESSMENT

- 🏆 Review final submission
- 🏆 Undertake interviews with staff (~10%)

# GROUP WORK

## GROUP WORK

- 🏆 Each table to work through Level 1 of two of the six standards – we will allocate.
- 🏆 What would constitute good evidence against each of the standards?
- 🏆 What difficulties / challenges would you envisage?
- 🏆 If you complete your standards, pick another one to work through

## FEEDBACK

- 🏆 Select a spokesperson to feedback (briefly!)



# FEEDBACK





**QUESTIONS?**



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