

Resource Pack 6 - Key Elements

Key elements to consider when forming a Cluster / Federation

Getting together	We have identified the practices that will form part of the Federation	
	We have good working relationships between the practices that will form part of the Federation	
	We have a clear communications strategy to engage practices that will form part of the Federation	
	We have identified some early milestones and "quick wins" as early markers of success	
Leadership	The overall leader of the Federation is in place	
	The other key leaders, for example - governance lead or medical director are in place	
	We have identified a core group of leaders to act as "agents of change"	
Building a common purpose	We have a clear vision of what we want the Federation to achieve	
	All the constituent practices understand and share that vision	
Getting external support	We have identified all the key stakeholders that will be critical to our success	
	We have engaged with all the key stakeholders	
	All the key stakeholders understand our vision and support it	
Developing the organisation	We have agreed an organisational model for the Federation that enables the Federation to carry out all its objectives including providing services, employing staff and addressing conflicts of interest	
	We have a governance model that supports the active engagement of all practices and their staff	

	We have a governance model that supports the active engagement of patients and the public	
	We have a financial model that supports the corporate infrastructure we need	
Internal governance	<p>There is a documented approach to internal governance</p> <p>There are agreed decision making processes in place - for example regular board meetings</p> <p>There is formal agreement in place laying out the basis of membership of the Federation with procedures for addressing non compliance.</p>	
Conflicts of Interest	There is a documented approach to how conflicts of interest will be addressed	
Developing our staff	<p>We have a good understanding of the current competencies of staff and leaders of the Federation</p> <p>We have identified the gaps in our current competencies</p> <ul style="list-style-type: none"> • Financial - financial control and forecasting • Project Management • Business case development • Human Resources • Contract management • Communications and marketing • Public engagement • Information and IT including data analysis • Clinical governance 	
	We have a plan to address the gaps in our current competencies	
Legal Indemnity	We have arranged appropriate legal indemnity cover	