

**A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON  
11<sup>th</sup> JANUARY 2007 AT  
HERTSMERE BOROUGH COUNCIL  
9.30 am**

Apologies should be conveyed to the Trust Secretary Mark Jarvis (01442 287599 or [mark.jarvis@whht.nhs.uk](mailto:mark.jarvis@whht.nhs.uk))

Papers relating to Part 1 of the Agenda for this meeting have been issued to members of the Board and the Officers in Attendance. The papers may be obtained from the Trust's web site at <http://www.westhertshospitals.nhs.uk>, collected from the Trust Offices or at the meeting.

**AGENDA**

**Part 1**

- |                                  |   |
|----------------------------------|---|
| <b>1/07</b><br><b>5 minutes</b>  | <b>Chairman's Opening remarks</b>   |
| <b>2/07</b>                      | <b>Apologies</b><br>to receive apologies for non-attendance at the meeting  |
| <b>3/07</b><br><b>5 minutes</b>  | <b>Minutes Of The Previous Meeting</b><br>to confirm and sign the minutes of the meeting held on 14 December 2006<br>Paper 3/07   |
| <b>4/07</b><br><b>10 minutes</b> | <b>Matters Arising From The Minutes</b><br>to consider any matters arising from the minutes not taken elsewhere on the agenda and to receive a report of appropriate actions taken since the previous meeting |
| <b>5/07</b><br><b>15 minutes</b> | <b>Chief Executives Report</b><br>to receive from David Law, the Chief Executive, reports on significant issues   |
| <b>6/07</b><br><b>30 minutes</b> | <b>Financial Report</b><br>to receive from Sandy Hogg Interim Director of Finance and Turnaround a report on the year to date<br>Paper 6/07   |
| <b>7/07</b><br><b>10 minutes</b> | <b>Annual Audit Letter</b><br>to receive from David Law the draft Annual Audit Letter for approval<br>Paper 7/06  |

- 8/07 Performance Report**  
**15 minutes** to receive from Nick Evans, Director of Business Development a report on the year to date Paper 8/07
- 9/07 Outline Business Case St Albans**  
**30 minutes** to receive from Sarah Shaw, Director of Planning, the proposed outline business case for St Albans City Hospital developments Paper 9/07
- 10/07 Internal Communications**  
**15 minutes** to receive a report from Sue Fay, Associate Director of Communications, on arrangements to improve internal communications Paper 10/07
- 11/07 Finance And Performance Committee**  
**5 minutes** to receive a report from Professor Thomas Hanahoe the Chairman of the Finance and Performance Committee of the meeting held on 18 December 2006 Paper 11/07
- 12/07 Audit Committee**  
**5 minutes** to receive a report from Martin Saunders, Chairman of the Audit Committee, of the meeting held on 15 December Paper 12/07
- 13/07 Approval for the use of the Trust Seal**  
**5 minutes** to approve the use of the Trust Seal for the document listed Paper 13/07
- 14/07 Summary of Board and Committee Meetings 2007**  
**5 minutes** to receive a summary of meetings for the year Paper 14/07
- 15/07 Emergency Business**  
 (Admissible only with the consent of the Chairman given prior to the meeting)
- 16/07 Questions From The Public**  
**30 minutes** to receive and to respond to oral questions from members of the public present at the meeting
- 17/07 Date of next meeting**  
 to note that the date of the next Board meeting will be 8<sup>th</sup> February 2007

## **Part 2 Agenda**

Following Part 1 of the meeting the Trust Board will meet in closed private session to consider confidential matters relating to individual patients, staff or commercially sensitive information

