We... ...involve others ...are all leaders ... are proud ..work in partnership ... are transparent ... add value

West Hertfordshire Hospitals NHS
NHS Trust

Agenda item: 28/29

TRUST BOARD MEETING IN PUBLIC

DRAFT AGENDA

01 October 2015 at 9.30am – 12.00noon

Lecture Room 1, Postgraduate Medical Centre, St Albans Hospital

Apologies should be conveyed to the Trust Secretary, Jean Hickman on jean.hickman@whht.nhs.uk or call 01923 436 283

Time	Item ref	Title	Objective	Previously presented	Lead	Paper or verbal
		Opening and welcome	To note		Chair	Verbal
		Patient story	To receive		Chief Nurse	Verbal
		Apologies for absence	To note		Chair	Verbal
		Declaration of interests *If a member of the Board has an interest in any item on the agenda, if which they may gain a pecuniary or other advantage, they must declare it at the meeting, and if necessary withdraw from that item.*	To note		Chair	Paper and verbal
		Minutes of the meeting held on 03 September 2015	For approval		Chair	Paper
		Board action log and matters arising from meeting held on 03 September 2015	To note		Chair	Paper
		Chairman's report	To note		Chair	Verbal
		Chief Executive's report	To note		Chief Executive	Paper
PERFORMANCE						
		Integrated performance report – month 4 **a) Operational recovery plan**			Deputy Chief Executive	Paper
TRANSFORMATION						
		Strategy update			Director of Transformation	Paper

		Strategy Committee **a. Chair's summary:**			Committee Chair	Paper
PATIENT EXPERIENCE						
		Nursing and midwifery safe staffing report			Chief Nurse	Paper
		Serious incident summary update			Medical Director	Paper
		Safeguarding Annual report				
		Health and Safety report			Director of Environment	
		Final report on cancer review (operation smart)				
		Safety and Quality Committee **a. Chair's summary of meeting:** **b. Ratified minutes of the meeting:**			Committee Chair	Paper
OPERATIONAL EFFECTIVENESS						
		Reconfiguration of beds			Deputy Chief Executive	Paper
WORKFORCE						
		Freedom to Speak up report			Director of Workforce	Paper
COMMUNICATION						
		Stakeholder engagement plan				Paper
GOVERNANCE AND LEADERSHIP						
		Update of Standing Financial Instructions, Standing Orders, Scheme of Delegation			Director of Transformation	Paper
		Trust Development Authority governance declaration – month			Director of Transformation	Paper
FINANCIAL VIABILITY						
		Finance report			Chief Financial Officer	Paper
		Finance & Performance Committee **a. Chair's summary of meeting:** **b. Ratified minutes of the meeting:**			Committee Chair	Paper

REPORTING COMMITTEES (NOT INCLUDED ABOVE)						
		Trust Leadership Executive Committee (TLEC) **a. Chair's report of meeting:** **b. Ratified minutes of meeting:**	For information		Committee Chair	Paper
		Audit Committee **a. Chair's report of meeting:** **b. Ratified minutes of the meeting:**	For information		Committee Chair	Paper
		Workforce Committee **a. Chair's report of meeting:** **b. Ratified minutes of meeting:**	For information		Committee Chair	Paper
		Charitable Affairs Committee **a. Chair's report of meeting:** **b. Ratified minutes of meeting:**	For information		Committee Chair	Paper
ANY OTHER BUSINESS						
		Any other business previously notified to the Chairman	As applicable		Chair	Verbal
QUESTION TIME						
		Questions from Hertfordshire Healthwatch	To receive		Chair	Verbal
		Questions from our patients and members of the public	To receive		Chair	Verbal
ADMINISTRATION						
		Draft agenda for Trust Board Meeting to be held on: 5 November 2015	To approve		Chair	Paper
		Date of the next Trust Board Meeting in public: **5 November 2015 in the Medical Education Centre, Watford Hospital**	To note		Chair	Verbal