

**A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON
18 December 2008**

**Lecture Theatre 1
Postgraduate Centre
St Albans Hospital
At 11.00am**

Apologies should be conveyed to the Trust Secretary David McNeil (01442 287609 or david.mcneil@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

Opening Items

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|------------------------------------|--|
| 181/08
<i>5 minutes</i> | Chairman's Welcome <ul style="list-style-type: none">To include changes to roles and responsibilities of the Non Executive's, namely to agree the appointment of Katherine Charter as Vice Chair of the Board and Mahdi Hassan as the Senior Independent Director |
| 182/08 | Apologies
to receive apologies for non-attendance at the meeting |
| 183/08 | Declarations of Interests
to note any declarations interests raised on matters for discussion at this meeting and to approve the current listed declarations. to approve |
| 184/08
<i>5 minutes</i> | Minutes Of The Previous Meeting
to approve and sign the minutes of the meeting held on 23 October 2008 to approve |
| 185/08
<i>5 minutes</i> | Matters Arising From The Minutes
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 – to note action |
| 186/08
<i>10 minutes</i> | Chief Executive's Report
to receive a verbal report from Jan Filochowski, Chief Executive for information |

Operational Performance

- | | |
|------------------------------------|--|
| 187/08
<i>30 minutes</i> | Performance Report
to receive from Jan Filochowski, Chief Executive, a report on the Trust's current performance against national and local targets for discussion <ul style="list-style-type: none">Self Certification - to note the governance reports sent to the SHA for October for approval |
| 188/08
<i>30 minutes</i> | Financial Report
to receive an update from Margaret Ashworth, Director of Finance on the current financial position of the Trust for discussion |

- 189/08** **Finance Committee Terms of Reference** – to receive a paper from Margaret Ashworth, Director of Finance, detailing the terms of reference for the proposed Finance Committee.
- 190/08** **Infection Control – In Month Performance Monitoring**
15 minutes to receive a report from Professor Graham Ramsay, Medical Director and Director of Infection and Prevention Control on current performance **for discussion**
- 191/08** **Progress on the move of acute services to Watford General Hospital –**
10 minutes to receive a report from Lindsay Macintyre, Director of Service Improvement on the latest position regarding the Delivering a Healthy Future project in relation to the AAU. **for discussion**
- 192/08** **Benefits Realisation** to receive a paper from Professor Graham Ramsay on the move of acute services to Watford **for discussion**
10 minutes
- 193/08** **Service Line Reporting** - to receive a paper from Russell Harrison, Director of Delivery, updating the Board on the current progress on Service Line reporting and Management. **for approval**

Strategic Issues

- 194/08** **Standards for Better Health** to receive a paper from Prof Graham Ramsay that provides a briefing on the current levels of compliance for all standards. **for approval**
- 195/08** **Reconfiguration of Hemel Hempstead Hospital site** – to receive a paper from Sarah Wiles on the proposals to reconfigure the Hemel Hempstead Hospital site **for approval**
- 196/08** **Releasing Time to Care** to receive a report from Gary Etheridge Director of Nursing on how the Releasing Time to Care (Productive Ward) initiative will be rolled out across the organisation during a two-year period. **for discussion**
10 minutes
- 197/08** **Foundation Trust** – to receive a paper from David McNeil, Director of Corporate Affairs on the progress of the Foundation Trust application and public consultation and to recommend an amended timetable for the production of the Outline Business Case (OBC) for the new acute hospital for west Hertfordshire **for approval**
10 minutes

Committee Reports

- 198/08** **Audit Committee** – to receive a verbal report from the chair of the Audit Committee following the meeting on 17 November and 15 December
- 199/08** **Charitable Funds Committee** to receive a verbal report from the chair of the Charitable Funds Committee following the meeting on 16 September and 15 December

Items for Noting

- 200/08** **Quality Indicators and Nursing Metrics** to receive a paper from Gary Etheridge, Director of Nursing informing the Board on progress to date in implementing Quality Indicators and the development of Nursing Metrics for safe, effective and compassionate nursing care
- 201/08** **Operating Framework** – to receive a paper setting out the key priorities of the NHS Operating Framework.

- 202/08** **Claims, Litigation, Incident and PALS report** - to receive a report from Professor Graham Ramsay that provides an update on the co-ordinated approach to the analysis of incidents complaints and claims on an aggregated basis including qualitative and quantitative analysis.
- 203/08** **Annual Risk Report** to receive the annual report on risk from Professor Graham Ramsay

Concluding Items

- 204/08** **Urgent Business**
(Admissible only with the consent of the Chairman given prior to the meeting)
- 205/08** **Questions from The Public**
to receive and to respond to oral questions from members of the public present at the meeting that relate to the business of the meeting.
- 206/08** **Date of next meeting**
The next full Public Board meeting will be on Thursday 22 January at 11.00 am in the lecture theatre in the Medical Education Centre Theatre at Watford General Hospital Hospital.

Special Resolution

Chair to resolve that 'representatives of the media and other members of the public be excluded from the remainder of the meeting, having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest', (Section 1(2) Public Bodies (Admission to Meetings) Act 1960)