

**A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON
28 January 2010**

**The Postgraduate Medical Centre
St Albans City Hospital
at 13.00 hrs**

Apologies should be conveyed to the Trust Secretary David McNeil (01923 436209 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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| 01/10
<i>5 minutes</i> | Chairman's Welcome | |
| 02/10 | Apologies
to receive apologies for non-attendance at the meeting | |
| 03/10 | Declarations of Interests
to note any declarations of interests raised on matters for discussion at this meeting | |
| 04/10
<i>3 minutes</i> | Minutes Of The Previous Meeting
to approve and sign the minutes of the meeting held on 19 November 2009 | to approve |
| 05/10
<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 |
| 06/10
<i>10 minutes</i> | Chief Executive's Report
to receive a verbal report from Jan Filochowski, Chief Executive | for information |

Operational Performance

- | | | |
|-----------------------------------|---|---------------------|
| 07/10
<i>15 minutes</i> | Performance Report
to receive from Jan Filochowski, Chief Executive, a report on the Trust's current performance against national and local targets including workforce details of sickness and absence levels plus estates KPIs. | to note |
| | Self-Certification - to note the monthly governance reports submitted to the SHA | to note |
| 08/10
<i>10 minutes</i> | Financial Report to receive an update from Anna Anderson, Director of Finance, containing the current and projected financial position including the current cost improvement programme | to discuss |
| 09/10
<i>5 minutes</i> | Infection Control – In Month Performance Monitoring
to receive a report from Dr Colin Johnston Medical Director, relating to current performance on infection control issues. | to note |
| 10/10
<i>5 minutes</i> | Assurance Framework – to receive from Dr Colin Johnston, Medical Director an update on the Board's Assurance Framework. | for approval |

Strategic Issues

11/10 5 minutes	IT Update – to receive an update report from Nick Evans, Director for Partnerships on the IT Annual Plan. IT Strategy and the Information Governance Action Plan to approve
12/10 5 minutes	Quality Reports – to receive an update from Nick Evans, Director for Partnerships, on the Trust's quality reports to note
13/10 5 minutes	Estates Strategy – to receive a paper from Sarah Wiles Director of Strategy and Infrastructure outlining the Trust's Estate Strategy to approve
14/10 5 minutes	Reputation Audit – to receive a report from David McNeil, Director of Communications and Corporate Affairs on the Trust's reputation audit to note
15/10 5 minutes	Board Annual Cycle of Business – to receive from David McNeil, Director of Communications and Corporate Affairs an annual cycle of Board business for 2010. to approve
16/10 2 minutes	Managing Risk – to receive a report from Dr Colin Johnston, Medical Director, on recent changes to managing risk within the Trust (to precede Committee reports and ToR below) to note
17/10 5 minutes	Care Quality Commission – to receive a report from Dr Colin Johnston, Medical Director on progress in applying to register with the Care Quality Commission to note
18/10 3 minutes	Complaints – to receive a paper from Dr Colin Johnston, Medical Director, on the process for dealing with complaints. to note
19/10 5 minutes	Management Arrangements – to receive a paper from Jan Filochowski, Chief Executive on planned changes to the management within the Trust to approve

Committee Reports

20/10 5 minutes	Audit Committee – to receive the minutes and a summary report from the Chair of the Audit Committee following the meeting on 8 December. In addition to approve the new Terms of Reference
21/10 5 minutes	General Governance Committee - to receive the minutes and a summary report from the Chair of the General Governance Committee following the meeting on 26 November. To note this committee is now renamed as the Integrated Risk and Governance Committee and to approve the new Terms of Reference.
22/10 5 minutes	Clinical Quality Committee - to receive the minutes and a summary report from the Chair of CQuAC following the meeting on 26 November
23/10 5 minutes	Finance Committee – to receive and approve the revised Terms of Reference to approve

Items for Information

These items will be taken as read and therefore without comment, unless Board members indicate to the chair prior to the start of the meeting that there are issues they wish to discuss

24/10	Complaints, Litigation, Incidents and PALS – to revise a CLIP report from Dr Colin Johnston, Medical Director and Director of Patient Safety
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Concluding Items

25/10	Urgent Business (Admissible only with the consent of the Chairman given prior to the meeting)
26/10	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.
27/10	Date of next meeting The next full Public Board meeting will be on Thursday 25 March 2010 @ 13.00hrs in the Medical Education Centre, Watford General Hospital