

**A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON  
25 March 2010**

**The Medical Education Centre  
Watford General 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**

- |              |   |                        |
|--------------|---|------------------------|
| <b>28/10</b> | <b>Chairman's Welcome</b>   |                        |
| <b>29/10</b> | <b>Apologies</b><br>to receive apologies for non-attendance at the meeting  |                        |
| <b>30/10</b> | <b>Declarations of Interests</b><br>to note any declarations of interests raised on matters for discussion at this meeting <ul style="list-style-type: none"><li>to review and confirm that those declared on the attached form are a true and accurate representation.</li></ul> |                        |
| <b>31/10</b> | <b>Minutes Of The Previous Meeting</b><br>to approve and sign the minutes of the meeting held on 28 January 2010  | <b>to approve</b>      |
| <b>32/10</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>to note action</b>  |
| <b>33/10</b> | <b>Chief Executive's Report</b> to receive a verbal report from Jan Filochowski, Chief Executive <ul style="list-style-type: none"><li><b>Mid Staffs Inquiry</b> – The Francis Report (includes Executive Summary)</li></ul>  | <b>for information</b> |

#### **Operational Performance**

- |              |   |                   |
|--------------|---|-------------------|
| <b>34/10</b> | <b>Performance Report</b><br>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. | <b>to note</b>    |
|              | <b>Self-Certification</b> - to note the monthly governance reports submitted to the SHA   | <b>to note</b>    |
| <b>35/10</b> | <b>Financial Report</b> to receive an update from Anna Anderson, Director of Finance, containing the current and projected financial position including the current cost improvement programme                            | <b>to discuss</b> |
| <b>36/10</b> | <b>2010/11 Revenue and Capital Budgets</b> -to receive from Anna Anderson, Director of Finance, the revenue and capital budgets for 2010/11   |                   |
| <b>37/10</b> | <b>Infection Control – In Month Performance Monitoring</b><br>to receive a report from Dr Colin Johnston Medical Director, relating to current performance on infection control issues.                                   | <b>to note</b>    |

- 38/10      **Assurance Framework** – to receive from Dr Colin Johnston, Medical Director an update on the Board's Assurance Framework, including details of changes planned for 2010/11      **for approval**

## **Strategic Issues**

- 39/10      **Pathology IT System**– to receive a verbal summary from Russell Harrison, Director of Delivery on the proposal to replace the Pathology IT System.      **to approve**
- 40/10      **Annual Plan** – to receive from Nick Evans, Director for Partnerships, the Trust's Annual Plan for 2010/11      **to approve**
- 41/10      **IT Annual Implementation Plan** – to receive a report from Nick Evans, Director for Partnerships, on the annual IT implementation plan as part of the 5 year IT strategy      **to note**
- 42/10      **Information Governance** – to receive a report from Nick Evans, Director for Partnerships, assuring the Board of the Trusts position at the end of year on the levels of compliance against the standards of the Information Governance      **to approve**
- 43/10      **Complaints** – to receive details of recent complaints and lessons learnt by the Trust from David McNeil, Director of Communications and Corporate Affairs      **to note**
- 44/10      **Foundation Trust** – to receive from David McNeil, Director of Communications and Corporate Affairs, an update on the Trust's application to become a Foundation Trust      **to note**
- 45/10      **Safeguarding** – as a result of the internal audit report findings, to receive a report from Sarah Childerstone, Director of Workforce, focusing on safeguarding mandatory training and third party assurance around mandatory training (*paper to follow*)      **to note**
- 46/10      **Governance** - the Board are asked to note and agree their current *Declarations of Interest* and to confirm that they are aware of and adhere to the *Nolan Principles of Public Life*      **to approve**

## **Committee Reports**

- 47/10      **Audit Committee** – to receive the minutes, including outstanding audit recommendations and a summary report from the Chair of the Audit Committee following the meeting on 9 February 2010.
- **Counter Fraud Policy** – to receive and ratify the Counter Fraud policy approved by the Audit Committee on 9 February
- 48/10      **Integrated Risk & Governance Committee** - to receive the minutes and a summary report from the Chair of the General Governance Committee following the meetings on 21 January and 18 March 2010. (18 March minutes and summary to follow)
- 49/10      **Clinical Quality Committee** - to receive the minutes and a summary report from the Chair of CQuAC following the meetings on 21 January and 18 March 2010. (18 March minutes and summary to follow)
- 50/10      **Finance Committee** – to receive minutes and a verbal summary report from the Chair of the Finance Committee following the meeting on 28 January 2010

## **Patient safety**

- 51/10      **Patient Safety** - To identify any potential issues relating to patient safety arising either from decisions taken at this meeting or as a result of current activities within the Trust

## **Items for Information**

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

- 52/10      **Claims Litigation, Incidents and PALS (CLIP) report**

## **Concluding Items**

**53/10**

**Urgent Business**

(Admissible only with the consent of the Chairman given prior to the meeting)

**54/10**

**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.

**55/10**

**Date of next meeting**

The next full Public Board meeting will be on **Thursday 27 May 2010 at 13.00hrs** in the **Medical Education Centre, Watford General Hospital**