

A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON
30 September 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

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| 118/10 | Chairman's Welcome |
| 119/10 | Apologies
to receive apologies for non-attendance at the meeting |
| 120/10 | Declarations of Interests
to note any declarations of interests raised on matters for discussion at this meeting |
| 121/10 | Minutes of the previous meeting
to approve and sign the minutes of the meeting held on 29 July 2010 |
| 122/10 | Matters Arising from the minutes
to note any matters arising from the minutes not taken elsewhere on the agenda and actions taken since the previous meeting |
| 123/10 | Chief Executive's Report
to receive a verbal report from Jan Filochowski, Chief Executive on the matters before the Board |

Quality & Accountability Reports

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| 124/10 | Performance Report - to discuss a report from Jan Filochowski, Chief Executive, on the Trust's current performance against national and local targets <ul style="list-style-type: none">• Self-Certification - to note and approve the monthly governance reports submitted to the SHA |
| 125/10 | Infection Control – In Month Performance Monitoring - to discuss a report from Dr Colin Johnston Medical Director, relating to current performance on infection control issues |
| 126/10 | Board Assurance Framework – to discuss and agree the Board's appetite for risk as recorded in the Board's Assurance Framework presented by Dr Colin Johnston, Medical Director |
| 127/10 | Care Quality Compliance –to discuss a report from Dr Colin Johnston, Medical Director on the Trust's compliance with the Care Quality Commission Essential Standards of Quality and Safety |
| 128/10 | Financial Report to discuss a paper from Anna Anderson, Director of Finance, containing the current and projected financial position including the current cost improvement programme |

Strategic Issues

- 129/10 **Ear Scaffold** – to receive an update report from Anna Anderson and **ratify the Chairman's action** taken to agree that the legal documents should be signed on behalf of the Trust
- 130/10 **Annual Audit Letter** – to **note and ratify** the annual audit letter presented by Anna Anderson from the Trust's external auditors
- 131/10 **Health & Safety annual report** – to **discuss and agree** the annual report on the Trust's position in relation to Health & Safety presented by Natalie Forrest, Director of Nursing

Committee Reports

- 132/10 **Audit Committee - to receive** a summary of the Audit Committee on 14 September 2010 from the Chair, Sarah Connor, Non Executive Director
- 133/10 **Terms of Reference for Audit Committee** – **to approve** the changes in the terms of reference for the Audit Committee in terms of membership
- 134/10 **Finance Committee** – **to receive** a verbal summary report from the Chair of the Finance Committee, Stuart Lacey, Non Executive Director following the meeting on 14 September 2010
- 135/10 **Integrated Risk and Governance Committee** – **to receive** a summary from the Chair of the committee, Mahdi Hassan, Non Executive Director, of the IRGC meeting on 16 September

Patient safety

- 136/10 **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

- 137/10 **Claims Litigation, Incidents and PALS (CLIP)** - to receive **for information** the CLIP report with this month's focus on complaints

Concluding Items

- 138/10 **Urgent Business**
(Admissible only with the consent of the Chairman given prior to the meeting)
- 139/10 **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
- 140/10 **Date of next meeting**
The next full Public Board meeting will be on **Thursday 25 November 2010 at 13.00hrs** in the **Postgraduate Education Centre, Hemel Hempstead Hospital**