

A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON  
**31 March 2011**

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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|-------|--|
| 27/11 | <b>Chairman's Welcome</b>  |
| 28/11 | <b>Apologies</b><br>to receive apologies for non-attendance at the meeting   |
| 29/11 | <b>Declarations of Interests</b><br>to note any declarations of interests raised on matters for discussion at this meeting   |
| 30/11 | <b>Minutes of the previous meeting</b><br>to approve and sign the minutes of the meeting held on 27 January 2011   |
| 31/11 | <b>Matters arising from the minutes</b><br>to note any matters arising from the minutes not taken elsewhere on the agenda and actions taken since the previous meeting |
| 32/11 | <b>Chief Executive's Report</b><br>to receive a verbal report from Jan Filochowski, Chief Executive on the matters before the Board                                    |

#### Quality & Accountability Reports

- |       |  |
|-------|--|
| 33/11 | <b>Annual Plan</b> – to <i>formally endorse</i> the Annual Plan for 2011/12 as presented by Nick Evans, Director for Partnerships  |
| 34/11 | <b>Quality Accounts</b> – to <i>discuss</i> a paper from Natalie Forrest, Director of Nursing, outlining the quality improvement priorities for 2011/12  |
| 35/11 | <b>Performance Report</b> - to <i>discuss</i> a report from Jan Filochowski, Chief Executive, on the Trust's current performance against national and local targets . <ul style="list-style-type: none"><li>• <b>Corporate objectives update on 2010/11 and initial proposals for 2011</b> – to <i>discuss</i> a report</li><li>• <b>Self-Certification</b> - to <i>note and approve</i> the monthly governance reports submitted to the SHA</li></ul> |
| 36/11 | <b>Infection Control – In Month Performance Monitoring</b> - to <i>discuss</i> a report from Dr Colin Johnston Medical Director, relating to current performance on infection control issues.  |
| 37/11 | <b>Board Assurance Framework</b> – to <i>discuss and agree risks &amp; mitigations</i> as recorded in the Board's Assurance Framework presented by Dr Colin Johnston, Medical Director.  |
| 38/11 | <b>Serious Incidents</b> – to <i>discuss</i> a report from Colin Johnston, Medical Director, on serious incidents report by the Trust.   |

- 39/11            **Nursing Quality – to discuss** a report from Natalie Forrest, Director of Nursing
- Statement **for approval** on Single Sex Accommodation
- 40/11            **Ombudsman Report - to discuss** a paper from Natalie Forrest, Director of Nursing regarding the review of the Trust's position in relation to the Health Ombudsman's report into care of the elderly.
- 41/11            **Financial Report - to discuss** two papers from Anna Anderson, Director of Finance:
- on 2010/11 financial performance
  - **to approve** the 2011/12 Budget
- 42/11            **Staff Survey – to discuss** a presentation from Mark Vaughan, Director of Workforce, on the results of the recent survey attitude survey

## **Strategic Issues**

- 43/11            **Information Governance Assessment – to discuss and approve** a report from Nick Evans, Director for Partnerships summarising the Trust's end of year position in respect of the national requirements.
- 44/11            **Watford Health Campus Land Equalisation – to discuss and approve** a report from Sarah Wiles, Director of Strategy and Infrastructure on the developable packages of land for the Watford Health Campus
- 45/11            **Equality and Diversity – to discuss and approve** three reports by Natalie Forrest, Director of Nursing regarding the Trust's Equality and Diversity objectives.
- Equality Act 2010
  - Single equality scheme
  - Equality and Diversity System
- 46/11            **Scheme of Governance – to approve** highlighted changes to the Trust's Scheme of Governance present by David McNeil, Trust Secretary.
- 47/11            **Annual Cycle of Business - to approve** an annual cycle of Board business for 2011 as presented by David McNeil, Board Secretary
- 48/11            **Standards of Business Conduct – to approve** changes highlighted by David McNeil, Trust Secretary, to the standards of business conducted policy reflecting changes introduced by the Bribery Act 2010
- 49/11            **Tripartite Agreement – to note** a formal tripartite agreement confirming the commitments being made by the Trust, the SHA and the DH enabling achievement of NHS Foundation Trust status before April 2014.

## **Committee Reports**

- 50/11            **Audit Committee to receive** a briefing report from the Chair, Sarah Connor, Non Executive Director, of the Audit Committee meeting on 10 March 2011
- 51/11            **Finance Committee to receive** a verbal summary from the Chair of the committee, Stuart Lacey, Non Executive Director, of the Finance Committee meeting on 21 March 2011
- 52/11            **Integrated Risk and Governance Committee to receive** a verbal summary from the Chair, Mahdi Hassan, Non Executive Director, of the IRGC meeting on 10 March 2011
- 53/11            **Remuneration Committee. to receive** a verbal summary from the Chair of the committee, Katharine Charter, Non Executive Director, of the Remuneration Committee meeting March 2011

## **Patient safety**

- 54/11            **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

- 55/11            **Trust Seal** –to note a report from David McNeil Trust Secretary, on the occasions on which the Trust seal was used.

*Please note: summaries of the following committees were given by the relevant Chairs at the January 2011 meeting. These minutes are provided for information only*

- 56/11            **Charitable Funds** – **to note** minutes from the Charitable Funds Committee meeting on 24 February 2011
- 57/11            **Audit Committee** – **to note** the minutes of the Audit Committee held on 13 January 2011
- 58/11            **Integrated Risk and Governance Committee** - **to note** the minutes of the IRGC held on 13 January 2011
- 59/11            **Finance Committee** - **to note** the minutes of the Finance Committee held on 13 January 2011

## **Concluding Items**

- 60/11            **Urgent Business**  
(Admissible only with the consent of the Chairman given prior to the meeting)
- 61/11            **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
- 62/11            **Date of next meeting**  
The next Public Board meeting will be on **Thursday 26 May 2011 at 13.00hrs** in the **Medical Education Centre, Watford General Hospital.**