

**A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON  
24 November 2011**

**Medical Education Centre  
Hemel Hempstead Hospital  
at 13.00 hrs**

Apologies should be conveyed to the Company Secretary Patricia Duncan (01923 436723) or  
[patricia.duncan@whht.nhs.uk](mailto:patricia.duncan@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>

## **AGENDA**

### **Part 1**

#### **Opening Items**

- 159/11 Chairman's Welcome**
- Feedback from Board visits to Wards and Departments
  - Update on issues and actions raised at the previous Board visits
- 160/11 Apologies**  
to receive apologies for non-attendance at the meeting
- 161/11 Declarations of Interests**  
to note any declarations of interests pertinent to matters for discussion at this meeting
- 162/11 Minutes of the previous meeting**
- **To approve** and sign the **minutes of the meeting** held on 29 September 2011
  - To note **the summary of the seminar meeting** on 27 October 2011
- 163/11 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
- 164/11 Chief Executive's Report**  
**to receive** an oral report from Jan Filochowski, Chief Executive on the matters before the Board

#### **Strategic Issues**

- 165/11 Financial Strategy – to approve** the Financial Strategy, presented by Anna Anderson, Director of Finance
- 166/11 Foundation Trust – to receive** an oral report from Elizabeth Rippon, Director of Communications, and **to approve** the Tripartite Agreement between the Trust, the Department of Health and the Strategic Health Authority
- 167/11 ProCure21+ Contract – to approve** the ProCure21 + Contract, presented by Eric Fehily, Associate Director of Estates and Facilities
- 168/11 Board Assurance Framework – to approve** risks and mitigations as recorded on the Board's Assurance Framework presented by Dr Colin Johnston, Director of Patient Safety, Medical Director
- 169/11 Capital Programme – to receive** a report on progress in relation to the planned expenditure, presented by Anna Anderson, Director of Finance

## Rationalisation and Service Changes

- 170/11      **SHA Wide procurement of GP pathology services: consequences for WHHT - to receive** a report presented by Anna Anderson, Director of Finance
- 171/11      **Decontamination provision – assuring CQC compliance - to receive** a report from Chris Pocklington, Director of Delivery
- 172/11      **Proposed closure of PPAS – to receive** a report from Chris Pocklington, Director of Delivery.

## Quality & Accountability Reports

- 173/11      **Performance Report - to discuss** a report from Jan Filochowski, Chief Executive, on current performance against national and local targets.
- 174/11      **Financial Report - to discuss** a report from Anna Anderson, Director of Finance on financial performance.
- 175/11      **Emergency Pressures – to receive** an oral report from Chris Pocklington, Director of Delivery
- 176/11      **Infection Control: In Month Performance Monitoring - to receive** a report from Dr Colin Johnston, Director of Patient Safety, Medical Director, relating to current performance on infection control issues.
- 177/11      **Serious Incidents – to receive** a report from Dr Colin Johnston, Director of Patient Safety, Medical Director concerning serious incidents that have been reported by the Trust.
- 178/11      **Nursing Quality - to receive** a report from Natalie Forrest, Director of Nursing, on nursing quality indicators.
- 179/11      **Patient Experience – to discuss** a deep dive review of complaints, undertaken by Chris Green, Non-Executive Director
- 180/11      **Quality Account Progress Report – to receive** a report on progress in relation to the achievement of the priorities identified in the Quality Account and in relation to developing future priorities, presented by Natalie Forrest.
- 181/11      **East of England, 10 year QIPP strategy for patients with Learning Disabilities and Autism – to receive** a report on progress presented by Natalie Forrest, Director of Nursing
- 182/11      **Nursing and Midwifery Strategy Progress Report – to discuss** a report from Natalie Forrest, Director of Nursing, on progress in relation to the strategy and to receive feedback on the 'adopt a ward' initiative from Sarah Connor, Non Executive Director.

## External Scrutiny and Visits

- 183/11      **Deanery Visit 10 October 2011 – to receive** a report from Dr Colin Johnston, Director of Patient Safety, Medical Director
- 184/11      **Care Quality Commission (CQC) – to receive** an oral report from Dr Colin Johnston, Director of Patient Safety, Medical Director on the meeting and the subsequent unannounced visit to A & E by the CQC.
- 185/11      **Health and Safety Executive Visit 3 November 2011 – to receive** an oral report from Mark Vaughan, Director of Workforce.
- 186/11      **Dr Foster Hospital Guide – to receive** an oral briefing on the publication of the 2011 guide by Dr Colin Johnston, Director of Patient Safety, Medical Director
- 187/11      **We've been listening, have you been learning? Report by Patients Association – to receive** an oral report by Natalie Forrest, Director of Nursing on key themes

## Committee Reports

- 188/11      **Standing Orders, Standing Financial Instructions and Scheme of Delegation**, approved by Audit Committee in September 2011 **for Board approval.**
- 189/11      **Audit Committee – to approve** the Terms of Reference, Audit Committee presented by Sarah Connor, Non Executive Director, Chair of the Audit Committee
- 190/11      **Professional Standards Committee – to approve** the Terms of Reference for a newly constituted sub-Committee of the Board, the Professional Standards Committee
- 191/11      **Audit Committee to receive** a report from the Chair, Sarah Connor, Non Executive Director, of the Audit Committee meeting on 10 November 2011
- 192/11      **Finance Committee to receive** a report from the Chair of the committee, Stuart Lacey, Non Executive Director, of the Finance Committee meeting on 10 November 2011
- 193/11      **Integrated Risk and Governance Committee to receive** a report from the Chair, Mahdi Hassan, Non Executive Director, of the IRGC meeting on 10 November 2011
- 194/11      **Strategy Group to receive** a report from the Chair of the committee, Chris Green, Non Executive Director and **to ratify** the revised Terms of Reference for the Strategy Sub Committee, **ratify** the proposed Ten Year Vision for WHHT **and note** the work in progress on the Integrated Business Plan and Estates strategy

## Patient safety

- 195/11      **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
- 196/11      **Local Involvement Networks (LINKs)** – to invite the representative of LINKs to comment on matters before the Board or other issues of concern to LINKs

*LINKs are independent networks made up of individuals and community groups who work to improve local health and social care services.*

## 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**

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

- 197/11      **Integrated Risk and Governance Committee - to note** the minutes of the IRGC held on 15 September 2011
- 198/11      **Finance Committee - to note** the minutes of the Finance Committee held on 15 September 2011

## Concluding Items

- 199/11      **Urgent Business**  
(Admissible only with the consent of the Chairman given prior to the meeting)
- 200/11      **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
- 201/11      **Date of next meeting**  
The next Public Board meetings will be:  
  
**26 January 2012** at 13.00 the Medical Education Centre in St Albans Hospital

2012

29 March 2012 – Watford Hospital

31 May 2012 – Hemel Hempstead Hospital

6 June 2012 - Watford General Hospital (to sign off annual accounts)

26 July 2012 – Watford General Hospital

27 September 2012 – Watford General Hospital

29 November 2012 – Watford General Hospital