

**A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON
29 September 2011**

**Medical Education Centre
Watford General Hospital
at 13.00 hrs**

Apologies should be conveyed to the Trust Secretary Patricia Duncan (01923 436209 or 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>, collected from the Trust Offices or at the meeting.

AGENDA

Part 1

Opening Items

- 128/11 Chairman's Welcome**
- Feedback from Board visits to Wards and Departments
 - Update on issues and actions raised at the previous Board visits
- 129/11 Apologies**
to receive apologies for non-attendance at the meeting
- 130/11 Declarations of Interests**
to note any declarations of interests raised on matters for discussion at this meeting
- 131/11 Minutes of the previous meeting**
- To approve and sign the minutes of the meeting held on 28 July 2011
 - To note the summary of the seminar meeting on 25 August 2011.
- 132/11 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
- 133/11 Chief Executive's Report**
to receive a verbal report from Jan Filochowski, Chief Executive on the matters before the Board

Quality & Accountability Reports

- 134/11 Performance Report - to discuss** a report from Jan Filochowski, Chief Executive, on
- **Current performance** against national and local targets
 - **Self-Certification - to discuss and approve** the monthly governance reports submitted to the SHA
- 135/11 Performance Targets for Accident & Emergency Services: to discuss** a briefing paper from Nick Evans, Director for Partnerships, on new A&E measures
- 136/11 Infection Control – In Month Performance Monitoring - to discuss and note** a report from Dr Colin Johnston Medical Director, relating to current performance on infection control issues.
- 137/11 Board Assurance Framework – to discuss and agree risks & mitigations** as recorded in the Board's Assurance Framework presented by Dr Colin Johnston, Medical Director.

- 138/11 **Financial Report - to discuss** a paper from Anna Anderson, Director of Finance on financial performance.
- **To agree** a revised trajectory for the surplus outturn for 2011/12
- 139/11 **Serious Incidents – to discuss** a report from Dr Colin Johnston, Medical Director concerning serious incidents that have been reported by the Trust.

Strategic Issues

- 140/11 **Annual Plan - to discuss** a report from Nick Evans, Director for Partnerships on the feedback from the EoE SHA on the annual plan and actions being taken in response
- 141/11 **Capacity Planning – to discuss** a verbal report from Chris Pocklington, Director of Delivery, on the plans to provide additional capacity.
- 142/11 **Patient reported Outcome Measures (PROMS) to discuss** a briefing paper from Nick Evans, Director for Partnerships, on the measures developed by the DoH and published in August 2011.
- 143/11 **Staff Survey– to discuss** an action plan in relation to the staff survey as presented by Mark Vaughan, Director of Workforce,
- 144/11 **CQC Assurance Report for Q1 to discuss** a report from Colin Johnston, Medical Director, on the Trusts compliance with registration against the CQC Quality Risk Profile (QRP)
- 145/11 **Annual Audit Letter – to approve** the Annual Audit Letter, presented by Anna Anderson, Director of Finance.
- 146/11 **Sustainability Progress Report - to approve** the sustainability development management plan presented by Sarah Wiles, Director of Strategy & Infrastructure.
- 147/11 **Approve register of interests - to approve** an updated list presented by David McNeil, Trust Secretary, of interests declared by members of the Board.

Committee Reports

- 148/11 **Audit Committee to receive** a briefing report from the Chair, Sarah Connor, Non Executive Director, of the Audit Committee meeting on 15 September 2011
- **To approve** revised committee Terms of Reference
- 149/11 **Finance Committee to receive** a verbal summary from the Chair of the committee, Stuart Lacey, Non Executive Director, of the Finance Committee meeting on 15 September 2011
- 150/11 **Integrated Risk and Governance Committee to receive** a verbal summary from the Chair, Mahdi Hassan, Non Executive Director, of the IRGC meeting on 15 September 2011
- 151/11 **Ad Hoc Strategy Group. to receive** a verbal summary from the Chair of the committee, Chris Green, Non Executive Director, of the Ad Hoc Strategy Group

Patient safety

- 152/11 **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
- 153/11 **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 March 2011 meeting. These minutes are provided for information only

154/11 **Integrated Risk and Governance Committee - to note** the minutes of the IRGC held on 14 July 2011

155/11 **Finance Committee - to note** the minutes of the Finance Committee held on 14 July 2011

Concluding Items

156/11 **Urgent Business**
(Admissible only with the consent of the Chairman given prior to the meeting)

157/11 **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

158/11 **Date of next meeting**
The next Public Board meetings will be:

24 November at 13.00 the Medical Education Centre in Hemel Hempstead Hospital

2012

26 January 2012 – St Albans Hospital

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