

Minutes of the Public Board Meeting

6 June 2012

Executive Meeting Room, Watford General Hospital

Board of Directors in attendance

Katherine Charter	Non Executive Director (Vice Chair), Chair of Meeting
Mahdi Hassan	Non Executive Director (Senior Independent Director) (via telecon)
Sarah Connor	Non Executive Director
Chris Green	Non Executive Director
Robin Douglas	Non Executive Director (Co-opted)
Phil Townsend	Non Executive Director (via telecon)
Jan Filochowski	Chief Executive
Natalie Forrest	Director of Nursing
Anna Anderson	Director of Finance
Chris Pocklington	Chief Operating Officer

In attendance

Paul Jenkins	Director for Partnerships
Louise Gaffney	Interim Director of Strategy & Infrastructure
Mark Vaughan	Director of HR & Workforce
Dave Self	Financial Controller and Capital Accountant
Patricia Duncan	Company Secretary

Agenda Item	Comment	Action
110/12	<p>Chair's Opening Remarks</p> <p>KC opened the meeting and welcomed members to a special Board meeting to receive and approve the Annual Accounts, Annual Report and Quality Account. She noted she would be chairing the meeting in the absence of the Chair and that MH and PT would be participating via a teleconference link.</p>	
111/12	<p>Apologies</p> <p>Apologies for absence were received from TH and CJ and these were accepted.</p>	

112/12	Declarations of Interest No additional declarations were made	
113/12	Annual Accounts 2011/12 KC invited SC as Chair of the Audit Committee to comment on the Audit Committee meeting which had taken place earlier to review the Accounts. SC noted the meeting was well focused and attributed this to the quality of the papers put before the Committee. She noted the Audit Committee had recorded its appreciation of the work undertaken by AA, DS and the finance team to produce accounts of such quality. The Chair thanked SC. AA presented the accounts highlighting that the Audit Committee had reviewed them earlier and recommended their approval by the Board. The accounts show a surplus of £5.3m adjusted for impairments on revaluation of property, plant and equipment delivering an adjusted surplus of £3.6m. AA noted the inclusion in the cash balance of the £7m contribution to the new road which is being held in the accounts until transferred to Watford Council in November. AA wished to draw the Board's attention to the improved headroom reflected in the Accounts but reiterated the need to achieve planned efficiencies. AA invited questions. SC noted that the Audit Committee recommended the Accounts to the Board for approval. She thanked the team but also noted the work undertaken across the Trust to achieve the surplus. KC said that the Board would like to echo the comments of the Audit Committee and thanked the finance team for preparing the accounts. The Board approved the accounts.	
114/12	Annual Report and Quality Account Both reports had been circulated in advance of the meeting and all comments received had been included. Annual Report SC said that the Audit Committee had also reviewed the Annual Report and made minor amendments. The Audit Committee was therefore able to recommend to the Board that the Annual Report be approved. The Board approved the Annual Report. KC noted in the opening summary of the Annual Report that the Trust has one of the shortest waiting times in A and E in England and she noted that staff should be commended to this achievement. The Board approved the Annual Report. Quality Account NF introduced the Quality Account 2011/12 noting it has built on the baseline position of the previous year. She noted that part 2 set out the priorities for improvement for 2012/13 and that part 3 summarised outturn	

	<p>performance against targets for 2011/12. She also noted the Clinical Audit schedule which showed an increase in participation in national clinical audits for which the Trust was eligible to be involved.</p> <p>NF noted the positive stakeholder comments, particularly the strong support received from the PCT and the positive comments received from the Local Involvement Network (LiNK).</p> <p>RD noted he was a member of the LiNK and one of the quality elements they had identified was noise at night and NF noted work had been undertaken to address this. RD was pleased to note the quality objectives relating to normal birth and dementia.</p> <p>NF noted the importance of the Quality Account in demonstrating that the Trust was fully engaging with the challenge of delivering high quality, safe services. She noted the document was intended to be written for the public but that some of the content and form was mandated nationally.</p> <p>KC asked whether LiNK had an opportunity to comment on the proposed objectives for 2012/13 and suggested the Board approve the document pending any later input from LiNK. NF agreed to seek further input.</p> <p>The Audit Committee had reviewed the report earlier and they were able to recommend to the Board that the Quality Account be approved.</p> <p>KC was pleased to note that overall the stakeholder comments were much more supportive than in previous Accounts.</p> <p>The Board approved the Quality Account.</p>	NF
115/12	<p>AOB</p> <p>1.JF advised he had received a letter from the Director of Nursing for Midlands and East SHA. It concerned an initiative being taken forward on Patient Experience led by the Prime Minister's Delivery Unit. Ruth was leading the work and, in recognition of the NF's leadership in improving the experience of patients at WHHT, she wanted NF to join her supporting this work. KC noted this high level endorsement of NF's achievements and congratulated her.</p> <p>2. AA noted the Letter of Representation to the External Auditor, which needs to be approved by the Board. The Letter demonstrates that the Board understands its responsibilities for assuring the validity of the financial statements set out in the Accounts. This is in line with International Financial Reporting Standards (IFRS).</p> <p>The Board approved the Letter of Representation.</p> <p>3. LC noted the 13th June was being held as a possible date for the Board to review the downside mitigations.</p> <p>KC noted the Annual Reports and Accounts represented a very good year for the Trust and asked that the Board's appreciation is passed on to staff. There being no other urgent business, the meeting ended.</p>	

116/12	Date of Next Meeting	
	26 July 2012 in Lecture Theatre 1, MEC, Watford General Hospital	

Patricia Duncan
Company Secretary
July 2012

These minutes are signed as true record

.....Dated:.....

Professor Thomas Hanahoe, Chairman