

**A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON
29 March 2012**

**Lecture Theatre 1, Medical Education Centre, Watford General Hospital
at 13.00 hrs**

Apologies should be conveyed to the Company Secretary Patricia Duncan (01923 436282) 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>

AGENDA

Part 1

Opening Items

- 39/12 Chairman's Welcome**
- Including:**
- Board Membership – **to propose** the appointment of Chris Pocklington, Director of Delivery to the Board **(P)**
 - **Feedback** from Board visits to Wards and Departments
 - **Update** on issues and actions raised on visits to Wards and Departments at previous Board visits
- 40/12 Apologies - to receive** apologies for non-attendance at the meeting
- 41/12 Declarations of Interests - to note** any declarations of interests pertinent to matters for discussion at this meeting
- 42/12 Minutes of the previous meeting**
- **to approve** and sign the **minutes of the meeting** held 26 January 2012
 - **to note** the **summary of the Board Development and Update meeting** on 23 February 2012
- 43/12 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
- 44/12 Chief Executive's Report - to receive** an oral report on the matters before the Board from Jan Filochowski, Chief Executive

Strategic Issues

- 45/12 Board Assurance Framework - to receive and approve** risks and mitigations as recorded on the Board's Assurance Framework **presented by** Dr Colin Johnston, Director of Patient Safety, Medical Director **(P)**
- 46/12 Budget 2012/13 - to discuss and approve** the budget for the next financial year **presented by** Anna Anderson, Director of Finance **(P)**
- 47/12 Capital Programme - to approve** capital expenditure plans and **to obtain reassurances** that the agreed allocation will be fully utilised in 2012/13 **presented by** Louise Gaffney, Director of Strategy and Infrastructure **(P)**
- 48/12 Draft Annual Plan - to review and approve** the Annual Plan for 2012/13 **presented by** Paul Jenkins, Director of Partnerships **(P)**

- 49/12 **Continuing pressures on A & E and implications for future planning - to receive** a report and proposals **presented by** Chris Pocklington, Director of Delivery **(P)**
- 50/12 **Reshaping Strategy Update - to receive and approve** an update on progress **presented by** Louise Gaffney, Director of Strategy and Infrastructure **(P)**
- 51/12 **Staff Survey and Review of People Strategy - to receive and approve** a report **presented by** Mark Vaughan, Director of Workforce **(P)**

Rationalisation and Service Changes

- 52/12 This paper was withdrawn

Quality & Accountability Reports

- 53/12 **Performance Report - to discuss and approve** a report on current performance against national and local targets **presented by** Jan Filochowski, Chief Executive and **to agree** the Trust Self-Certification. **(P)**
- 54/12 **Corporate Objectives – Review of 2011/12 Performance and consider and approve proposals for 2012/13 presented by** Jan Filochowski, Chief Executive
- 55/12 **Financial Report - to discuss and approve** a report on financial performance **presented by** Anna Anderson, Director of Finance **(P)**
- 56/12 **Junior Doctors - to receive and approve** a report on progress against the Deanery Action Plan **presented by** Dr Colin Johnston, Medical Director **(P)**
- 57/12 **Nursing Quality Report - to receive and approve** a report on nursing quality **presented by** Natalie Forrest, Director of Nursing **(P)**
- 58/12 **Quality Account - to receive and approve** a report on progress in relation to the development of the Trust's quality priorities for the 2011/12 Quality Account **presented by** Natalie Forrest, Director of Nursing **(P)**
- 59/12 **National Outpatient Survey - to receive** a summary of key findings by Natalie Forrest, Director of Nursing **(P)** presented by Mark Jarvis
- 61/12 **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. **(P)**
- 62/12 **Serious Incidents - to receive** a report from concerning serious incidents that have been reported by the Trust **presented by** Dr Colin Johnston, Director of Patient Safety, Medical Director. **(P)**
- 63/12 **Complaints, Litigation, Incidents PALS (CLIP) - to receive** a report identifying key trends, Trust learning and service improvements from Dr Colin Johnston, Director of Patient Safety, Medical Director **(P)**
- 64/12 **Information Governance Toolkit - to receive and approve** the Trust's end of year scores for the Information Governance Toolkit in advance of its submission to the Department of Health by 31 March 2012 **presented by** Paul Jenkins, Director of Partnerships **(P)**

External Scrutiny and Visits

- 65/12 **To note** a summary of recent scrutiny meetings undertaken by the Hertfordshire Overview and Scrutiny Committee, Health Scrutiny Committee

Committee Reports

66/12 Charitable Funds Committee

- **to note** the minutes of the CFC held on 26 January 2012;
- **to review and agree** the Charitable Funds Committee Terms Of Reference

67/12 Audit Committee

- **to note** the minutes of the meeting held on 12 January 2012
- **to receive** a report from Sarah Connor, Non Executive Director, Chair of the Audit Committee on the meeting held on 8 March 2012

68/12 Finance Committee

- **to note** the minutes of the Finance Committee held on 12 January 2012;
- **to receive** a report from Chris Green, Non Executive Director, Chair of the Finance Committee on the meeting held on 8 March 2012
- **to review and agree** the Finance Committee Terms of Reference

69/12 Integrated Risk and Governance Committee (IRaGC)

- **to note** the minutes of the IRaGC held on 12 January 2012
- **to receive** a report from Mahdi Hassan, Non Executive Director, Chair of the IRaGC, on the meeting held on 8 March 2012
- **to review and agree** the IRaGC Terms of Reference

70/12 Strategy Committee

- **to note** the minutes of the Strategy Committee meeting held on 8 February 2012.

Patient Safety

71/12 **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

72/12 **Local Involvement Networks (LINKs)** – to invite Kenneth Appel, 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.

Concluding Items

73/12 Urgent Business

Approval of updated declaration of commitment to eliminating mixed sex accommodation.

74/12 Questions from the Public

to receive and respond to oral questions from members of the public present at the meeting that relate to the business of the meeting

75/12 Date of next meeting

The next Public Board meetings will be:

2012

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