

A MEETING OF THE TRUST BOARD WILL BE HELD IN PUBLIC ON

Thursday 31st May 2012

Medical Education Centre, Hemel Hempstead Hospital
at 10.00 – 13.00 hrs

Apologies should be conveyed to the Company Secretary Patricia Duncan: patricia.duncan@whht.nhs.uk

PLEASE NOTE: The timings of this meeting have changed to accommodate an external review by KPMG which will take place in the private session, Part 2, which has been re-scheduled to take place in the afternoon.

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>

Part 1

Opening Items

	Indicative Timings	
76/12	10.00	Chairman's Welcome
77/12		Apologies to receive apologies for non-attendance at the meeting
78/12		Declarations of Interests (i) to note any declarations of interests pertinent to matters for discussion at this meeting. (ii) to note and update as necessary a paper on the Board Members' Declarations of Interest Register (Attachment 78/12ii)
79/12		Use of Trust Seal - to note a paper on use of the Trust Seal, pursuant to Standing Order 7 (Attachment 79/12)
80/12		Minutes of the previous meeting to approve and sign the minutes of the meeting held 29 March 2012 (Attachment 80/12)
81/12		Matters arising from the minutes - to note actions taken since the previous meeting (Attachment 81/12) and any matters arising from the minutes not taken elsewhere on the agenda: (i) Decontamination - to receive an oral update from Louise Gaffney, Interim Director of Strategy and Infrastructure (ii) Foundation Trust Application - to receive an oral update on the Trust's Foundation Trust application from Elizabeth Rippon, Director of Communications
82/12		Chief Executive's Report - an oral report on the matters before the Board from Jan Filochowski, Chief Executive
83/12		Business Cycle for Board - to approve a paper on the 12/13 business agenda for the Board from Patricia Duncan, Company Secretary (Attachment 83/12)

Strategic Issues

- 84/12 10.20 **Board Assurance Framework**
- (i) **to receive and approve** risks and mitigations as recorded on the Board's Assurance Framework from Dr Colin Johnston, Director of Patient Safety, Medical Director (**Attachment 84/12**)
 - (ii) **to receive** a presentation on a new format for the BAF summary report from Mr Mahdi Hasan, Non Executive Director, Chair of the Integrated Risk and Governance Committee.
- 85/12 **IM&T Strategy - to approve** a report from Channel3 on recommendations for a 5 year information management and technology strategy (**Attachment 85/12**)
- 86/12 **Capacity Planning Progress Report - to receive** a report on progress in planning for an expansion of capacity to meet sustained levels of increase in emergency demand, from Chris Pocklington, Chief Operating Officer (**Attachment 86/12**)
- 87/12 **Capital Programme Update 2012/13 – to receive** a report from Louise Gaffney, Interim Director of Strategy and Infrastructure and **to approve** the release of £2.3m to address backlog maintenance high priorities (**Attachment 87/12**)
- 88/12 **Hemel Hempstead Hospital - Local General Hospital Update to receive** a report on progress from Louise Gaffney, Interim Director of Strategy and Infrastructure, WHHT and John Webster, Director of Performance and Operations, NHS Hertfordshire (**Attachment 88/12**)

Performance Assurance Reports

- 89/12 11.10 **Performance Report - to receive** a report on current performance against national and local targets from Jan Filochowski, Chief Executive, **to agree** the Trust Self-Certification and receive an oral update on **any other significant performance** issues (**Attachment 89/12**)
- 90/12 **Financial Report - to receive** a report on financial performance from Anna Anderson, Director of Finance (**Attachment 90/12**)
- 91/12 **Infection Control: In Month Performance Monitoring - to receive** a report from Dr Colin Johnston, Medical Director, relating to current performance on infection control issues (**Attachment 91/12**)
- 92/12 **Serious Incidents - to receive** a report concerning serious incidents that have been reported by the Trust from Dr Colin Johnston, Medical Director (**Attachment 92/12**)
- 93/12 **Local Security Management Annual Report - to receive** a report on 2011/12 security from Natalie Forrest, Director of Nursing (**Attachment 93/12**)
- 94/12 **Making Every Contact Count - to receive** a paper on the Midlands and East SHA's 'Making Every Contact Count' ambition and the requirements placed on the Trust in delivering the programme, from Natalie Forrest, Director of Nursing (**Attachment 94/12**)
- 95/12 **National In-Patient Survey - to receive** a report on summary results of the actions being taken forward from Natalie Forrest, Director of Nursing (**Attachment 95/12**)
- 96/12 **Patient Experience – Net Promoter Question - to receive** a paper on the requirement to introduce and report on a net promoter question from Natalie Forrest, Director of Nursing (**Attachment 96/12**)

External Scrutiny and Visits

- 97/12 12.00 **To receive** a summary of **recent external/scrutiny meetings**:
- (i) **Deanery Update - to receive** a report, on the informal feedback received following the Deanery Re-visit on 26 April 2012 from Dr Colin Johnston, Medical Director (**Attachment 97/12i**)
 - (ii) **Summary of Health Scrutiny Committee - NHS Provider Budget Scrutiny** at County Hall on 26 April 2012, for information. (**Attachment 97/12ii**)

Committee Reports

- 98/12 12.15 **Charitable Funds Committee**
- (i) **to receive an oral report** from Katharine Charter, Non Executive Director, Chair on the Charitable Funds Committee meeting held on 31 May 2012
- 99/12 **Audit Committee**
- (i) **to note the minutes** of the Audit Committee meeting held on 8 March 2012 (**Attachment 99/12i**)
 - (ii) **to receive a report** from Sarah Connor, Non Executive Director, on the meeting held on 10 May 2012 (**Attachment 99/12ii**)
 - (iii) **to receive the Audit Committee Annual Report** from Sarah Connor, Non Executive Director, Committee Chair (**Attachment 99/12iii**)
- 100/12 **Finance Committee**
- (i) **to note** the minutes of the Finance Committee held on 9 March 2012 (**Attachment 100/12i**)
 - (ii) **to receive** a report from Chris Green, Non Executive Director, Chair, on the meeting held on 10 May 2012 (**Attachment 100/12ii**)
- 101/12 **Integrated Risk and Governance Committee (IRaGC)**
- (i) **to note** the minutes of the IRaGC held on 8 March 2012 (**Attachment 101/12i**)
 - (ii) **to receive** a report from Mahdi Hassan, Non Executive Director, Chair on the meeting held on 10 May 2012 (**Attachment 101/12ii**)
- 102/12 **Strategy Committee**
- (i) **to note** the minutes of the Strategy Committee held on 3 April 2012 (**Attachment 102/12i**)
 - (ii) **to receive an oral report from** Mr Chris Green, Non Executive Director, Chair, on the meeting held on 24 May 2012
- 103/12 **Remuneration Committee**
- (i) **to receive a report from** Mrs Katharine Charter, Non Executive Director, Chair, on the Remuneration Committee meeting held on 17 April 2012 (**Attachment 103/12ii**)

Patient Safety

- 104/12 12.30 **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
- 105/12 **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

106/12 12.45 **Feedback from site visit by Board members**

107/12 **Any Other Business**

108/12 **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***

109/12 **Date of next meeting**

The next Public Board meetings will be:

2012

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