



## TRUST BOARD MEETING IN PUBLIC

### AGENDA

**Meeting of the West Hertfordshire Hospitals NHS Trust Board  
to be held at Lecture Theatre 2, Medical Education Centre,  
Watford Hospital**

**on Thursday 9 October 2014 at 9.30am – 12.00noon**

Apologies should be conveyed to the Trust Secretary, Jean Hickman on  
jean.hickman@whht.nhs.uk or call 01923 436 283

Time	Item ref	Title	Objective	Previously presented	Lead	Paper or oral
	321/21	<b>Opening and welcome</b>	To note	N/A	Chair	Oral
	322/21	<b>Patient food tasting session</b>	For information	N/A	Chief Financial Officer	Oral
	323/21	<b>Apologies for absence</b>	To note	N/A	Chair	Oral
	324/21	<b>Declaration of interests</b> <i>If a member of the Board has an interest in any item on the agenda, if which they may gain a pecuniary or other advantage, they must declare it at the meeting, and if necessary withdraw from that item.</i>	To note	N/A	Chair	Paper and oral
	325/21	<b>Minutes of the meeting held on 11 September 2014</b>	For approval	N/A	Chair	Paper
	326/21	<b>Board action log and matters arising from the meeting held on 11 September 2014</b>	To note	N/A	Chair	Paper
	327/21	<b>Chairman's report</b>	To note	N/A	Chair	Oral
	328/21	<b>Chief Executive's report</b>	To note	N/A	Chief Executive	Paper
<b>PERFORMANCE</b>						
	329/21	<b>Integrated performance report – month 5</b>	For review and assurance	N/A	Chief Information Officer	Paper

<b>PATIENT EXPERIENCE</b>						
	330/21	<b>Patient Safety, Quality and Risk Committee (PSQR)</b>  a. Chair's summary of meeting held on 2 October 2014 b. Ratified minutes of the meeting held on 4 September 2014	For information	PSQR	Committee Chair	Paper
	331/21	<b>Infection prevention and control update - month 5</b>	To note	TLEC	Chief Nurse	Paper
	332/21	<b>Patient experience update - month 5</b>	To note	TLEC	Chief Nurse	Paper
	333/21	<b>Serious incident summary update – month 5</b>	For information and assurance	PSQR	Medical Director	Paper
	334/21	<b>Safe staffing – nursing and midwifery</b> • Bi-annual skills mix  • Month 3, 4 & 5	For approval  To note	PSQR	Chief Nurse	Paper
	335/21	<b>Health and safety risk report - quarter 1</b>	To note	PSQR	Chief Financial Officer	Paper
	336/21	<b>System resilience plan 2014/15</b>	To note	TLEC	Deputy Chief Executive	Paper
	337/21	<b>Patient-led assessment of the care environment (PLACE) report</b>	For approval	PSQR	Chief Financial Officer	Paper
	338/21	<b>Safeguarding annual report</b>	For information and assurance	PSQR	Chief Nurse	Paper
<b>FINANCIAL VIABILITY</b>						
	339/21	<b>Finance Committee</b>  a. Chair's summary of meeting held on 2 October 2014 b. Ratified minutes of the meeting held on 4 September 2014	For information	Finance Committee	Committee Chair	Paper
	340/21	<b>Finance report – month 5</b>	To note	Finance Committee	Chief Financial Officer	Paper
<b>OPERATIONAL EFFECTIVENESS</b>						
	341/21	<b>Transformation Committee</b> a. No meeting	N/A	N/A	Committee Chair	N/A

	342/21	<b>Transformation delivery programme update</b>	To note	N/A	Director of Transformation	Presentation
	343/21	<b>Referral to treatment action plan update</b>	For approval	TLEC	Chief Operating Officer	Paper
<b>GOVERNANCE AND LEADERSHIP</b>						
	344/21	<b>Trust Development Authority governance declaration – month 5</b>	For approval	TLEC	Chief Information Officer	Paper
<b>REPORTING COMMITTEES (NOT INCLUDED ABOVE)</b>						
	345/21	<b>Trust Leadership Executive Committee (TLEC)</b> a. Chair's report: meeting held on 25 September 2014 b. Ratified minutes of meeting held on 28 August 2014	For information	TLEC	Committee Chair	Paper
	346/21	<b>Audit Committee</b> a. Chair's report - no meeting b. Draft minutes of the meeting held on 4 September 2014	For information	N/A	Committee Chair	Paper
	347/21	<b>Workforce Committee</b> a. Chair's report - no meeting b. Draft minutes of meeting held on 4 September 2014	For information	N/A	Committee Chair	Paper
	348/21	<b>Charitable Affairs Committee</b> a. Chair's report - no meeting b. Draft minutes of meeting held on 2 September 2014	For information	N/A	Committee Chair	Paper
<b>ANY OTHER BUSINESS</b>						
	349/21	<b>Any other business previously notified to the Chairman</b>	As applicable	N/A	Chair	Oral
<b>QUESTION TIME</b>						
	350/21	<b>Questions from Hertfordshire Healthwatch</b>	To receive	N/A	Chair	Oral
	351/21	<b>Questions from our patients and members of the public</b>	To receive	N/A	Chair	Oral

ADMINISTRATION						
	352/21	<b>Draft agenda for Trust Board Meeting to be held on 13 November 2014</b>	To approve	N/A	Chair	Paper
	353/21	<b>Board and committee dates for remainder 2014/15 and 2015/16</b>	To note	N/A	Chair	Paper
	354/21	<b>Date of the next Trust Board Meeting in public:</b>  Thursday 13 November 2014, Lecture Theatre 2, Medical Education Centre, Watford Hospital	To note	N/A	Chair	Oral



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