



## TRUST BOARD MEETING IN PUBLIC

### AGENDA

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

**on Thursday 12 February 2015 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 verbal
	01/24	<b>Opening and welcome</b>	To note	N/A	Chair	Verbal
	02/24	<b>Patient story</b>	To receive	N/A	Chief Nurse	Verbal
	03/24	<b>Apologies for absence</b>	To note	N/A	Chair	Verbal
	04/24	<b>Declaration of interests</b> <i>If a member of the Board has an interest in any item on the agenda, in 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 Verbal
	05/24	<b>Minutes of the meeting held on 15 January 2014</b>	For approval	N/A	Chair	Paper
	06/24	<b>Board action log and matters arising from meeting held on 15 January 2014</b>	To note	N/A	Chair	Paper
	07/24	<b>Chairman's report</b>	To note	N/A	Chair	Verbal
	08/24	<b>Chief Executive's report</b>	To note	N/A	Chief Executive	Paper
<b>PERFORMANCE</b>						
	09/24	<b>Integrated performance report – month 9</b>	To note	TLEC	Chief Information Officer	Paper
<b>TRANSFORMATION</b>						
	10/24	<b>Transformation delivery programme update – month 9</b>	For information and assurance	TLEC	Director of Transformation	Paper

	11/24	<b>2015/16 Business plan</b>	For information	N/A	Director of Transformation /Chief Financial Officer	Presentation
	12/24	<b>Transformation Committee</b> <b>a. Chair's summary of meeting held on 5 February 2015</b> <b>b. Minutes: no meeting</b>	For information	Transformation Committee	Committee Chair	Paper
<b>PATIENT EXPERIENCE</b>						
	13/24	<b>Quality and safety report</b>	To note	PSQR	Chief Nurse	Paper
	14/24	<b>Serious incident summary update – month 8 and 9</b>	For information and assurance	PSQR	Medical Director	Paper
	15/24	<b>National A&amp;E survey results</b>	To note	TLEC	Chief Nurse	Paper
	16/24	<b>Infection prevention and control annual report</b>	To note	PSQR	Chief Nurse	Paper
	17/24	<b>Patient Safety, Quality and Risk Committee (PSQR)</b> <b>a. Chair's summary of meeting held on 3 February 2015</b> <b>b. Ratified minutes of the meeting held on 6 January 2015</b>	For information	PSQR	Committee Chair	Paper
<b>FINANCIAL VIABILITY</b>						
	18/24	<b>Finance report – month 9</b>	To note	Finance Committee	Chief Financial Officer	Paper
	19/24	<b>Finance Committee</b> <b>a. Chair's summary of meeting held on 3 February 2015</b> <b>b. Ratified minutes of the meeting held on 6 January 2015</b>	For information	Finance Committee	Committee Chair	Paper
<b>OPERATIONAL EFFECTIVENESS</b>						
	20/24	<b>Sexual health services update</b>	To note	TLEC	Director of Transformation	Paper
<b>Workforce and safety</b>						
	21/24	<b>Staff turnover report</b>	For information and assurance	Workforce Committee	Director of Human Resources	Paper

GOVERNANCE AND LEADERSHIP						
	22/24	Trust Development Authority governance declaration – month 9	For approval	TLEC	Chief Information Officer	Paper
	23/24	Production of Annual Governance Statement, Annual Report and Quality Account	To note	Audit Committee	Director of Governance	Paper
REPORTING COMMITTEES (NOT INCLUDED ABOVE)						
	24/24	Trust Leadership Executive Committee (TLEC)  a. Chair's report of meeting held on 29 January 2015 b. Ratified minutes of meeting held 27 November 2014	For information	TLEC	Committee Chair	Paper
	25/24	Audit Committee  a. No meeting b. Draft minutes of the meeting held on 6 January 2015	For information	N/A	Committee Chair	Paper
	26/24	Workforce Committee  a. Chair's report of meeting 3 February 2015 b. Ratified minutes of meeting held on 6 January 2015	For information	Workforce Committee	Committee Chair	Paper
	27/24	Charitable Affairs Committee  a. Chair's report - no meeting	For information	N/A	Committee Chair	Paper
ANY OTHER BUSINESS						
	28/24	Any other business previously notified to the Chairman	As applicable	N/A	Chair	Verbal
QUESTION TIME						
	29/24	Questions from Hertfordshire Healthwatch	To receive	N/A	Chair	Verbal
	30/24	Questions from our patients and members of the public	To receive	N/A	Chair	Verbal
ADMINISTRATION						
	31/24	Draft agenda for Trust Board Meeting to be held on 12 March 2015	To approve	N/A	Chair	Paper
	32/24	Date of the next Trust Board Meeting in public: Thursday 12 March 2015 to be held in the Post Graduate Centre, St Albans City Hospital	To note	N/A	Chair	Verbal

