



## TRUST BOARD MEETING IN PUBLIC

### AGENDA

01 October 2015 at 9.30am – 12.00noon

Lecture Room 1, Postgraduate Medical Centre, St Albans Hospital

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
	1/30	<b>Opening and welcome</b>	To note	N/A	Chair	Verbal
	2/30	<b>Patient story</b>	To receive	N/A	Chief Nurse	Verbal
	3/30	<b>Apologies for absence</b>	To note	N/A	Chair	Verbal
	4/30	<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 verbal
	5/30	<b>Minutes of the meeting held on 03 September 2015</b>	For approval	N/a	Chair	Paper
	6/30	<b>Board action log and matters arising from meeting held on 03 September 2015</b>	To note	N/A	Chair	Paper
	7/30	<b>Chairman's report</b>	To note	N/A	Chair	Verbal
	8/30	<b>Chief Executive's report</b>	To note	N/A	Chief Executive	Paper
<b>PERFORMANCE</b>						
	9/30	<b>Integrated performance report – month 5</b>  a) Operational recovery plan	To note	Finance and Performance Committee	Deputy Chief Executive	Paper
<b>PATIENT EXPERIENCE</b>						
	10/30	<b>Care Quality Commission update</b>	To note	None	Director of Strategy and Corporate Services	Paper

	11/30	<b>Nursing and midwifery safe staffing report – month 5</b>	For information and assurance	Workforce Committee	Chief Nurse	Paper
	12/30	<b>Serious incident summary update – month 5</b>	For information and assurance	Safety and Quality Committee	Medical Director	Paper
	13/30	<b>Annual report on safeguarding</b>	For information and assurance	Safety and Quality Committee	Chief Nurse	Paper
	14/30	<b>Safety and Quality Committee</b>  a. Chair's summary of meeting: 22 September 2015 b. Ratified minutes of Patient Safety Quality & Risk Committee on 28 July 2015 c. Terms of reference for Safety and Quality Committee	For information and approval of terms of reference	Safety and Quality Committee	Committee Chair	Paper

#### **WORKFORCE**

	15/30	<b>Freedom to Speak up report</b>	To note	Workforce	Director of Workforce	Paper
	16/30	<b>Workforce Committee</b>  a. Chair's report of meeting: 22 September 2015 b. Ratified minutes of meeting: 28 July 2015 c. Updated terms of reference	For information and approval of terms of reference	Workforce Committee	Committee Chair	Paper

#### **GOVERNANCE AND LEADERSHIP**

	17/30	<b>Update of Standing Financial Instructions, Standing Orders and Scheme of Delegation</b>	For approval	Audit Committee	Chief Financial Officer	Paper
	18/30	<b>Trust Development Authority governance declaration – month 6</b>	For approval	Integrated Risk and Governance Committee	Director of Strategy and Corporate Services	Paper
	19/30	<b>Risk Management Update, including Corporate Risk Register</b>	For information and assurance	Integrated Risk and Governance Committee	Director of Strategy and Corporate Services	Paper
	20/30	<b>Integrated Risk and Governance Committee</b>  a. Chair's report of meeting: 29 September 2015	For information	Integrated Risk and Governance Committee	Committee Chair	Verbal

FINANCIAL VIABILITY						
	21/30	<b>Finance report – month 5</b>	For information and assurance	Finance and Performance Committee	Chief Financial Officer	Paper
	22/30	<b>Finance &amp; Performance Committee</b>  a. Chair's summary of meeting: 22 September 2015 b. Ratified minutes of the meeting: 19 August and 25 August 2015	For information	Finance and Performance Committee	Committee Chair	Paper
ANY OTHER BUSINESS						
	23/30	<b>Any other business previously notified to the Chairman</b>	N/A	N/A	Chair	Verbal
QUESTION TIME						
	24/30	<b>Questions from Hertfordshire Healthwatch</b>	To receive	N/A	Chair	Verbal
	25/30	<b>Questions from our patients and members of the public</b>	To receive	N/A	Chair	Verbal
ADMINISTRATION						
	26/30	<b>Draft agenda for Trust Board Meeting to be held on: 5 November 2015</b>	To approve	N/A	Chair	Paper
	27/30	<b>Date of the next Trust Board Meeting in public:</b>  <b>5 November 2015 in the Medical Education Centre, Watford Hospital</b>	To note	N/A	Chair	Verbal



[www.westhertshospitals.nhs.uk](http://www.westhertshospitals.nhs.uk)



[www.facebook.com/WestHertsNHS](https://www.facebook.com/WestHertsNHS)



[www.twitter.com/WestHertsNHS](https://www.twitter.com/WestHertsNHS)