

## The Princess Alexandra Hospital NHS Trust

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### How We Make Decisions

#### Footprint:

Princess Alexandra Hospital NHS Trust is a District General Hospital which oversees services at Princess Alexandra Hospital, St Margaret's Hospital, Herts and Essex Hospital and the Rectory Lane Centre. The Princess Alexandra Hospital NHS Trust fits into the East Herts and West Essex footprint and serves a rapidly increasing population of 350,000.

#### Health Groups:

We provide general services to patients throughout the East Herts and West Essex area. Our services are categorised under the following health care groups:

- Surgery
- Medical
- Cancer, Cardiology and Clinical Support Services
- Family and Women's Services.

Our (non-clinical) directorates are:

- Corporate Services
- Estates and Facilities
- Procurement
- Finance
- Human Resources

#### Management:

All services are managed by the Board of Directors. The Board of Directors is responsible for the day to day management of the hospital and oversight of staff. The Board of Directors is made up of the following:

- Executive Directors and non-voting directors who work in the hospital on a daily basis and have management of a set area of the Trust business.
- Non-Executive directors who have specialist experience and bring independent oversight of the Board activities.

The Board of Directors meets on a monthly basis, on the last Thursday of every month. The Trust Board holds a public session at every meeting. If you would like to attend this session or submit any questions, you should contact Heather Schultz,

Head of Corporate Affairs at [heather.schultz@pah.nhs.uk](mailto:heather.schultz@pah.nhs.uk). An Annual General Meeting is held on a yearly basis and is open to members of the public.

The minutes and papers from the public Trust Board meetings are available [here](#).

## **Board Sub-Committees:**

The Board delegates authority to four sub-committees. Each sub-committee takes responsibility for a specialist area and provides assurance to the Board on the effective function of these areas. They also report back on any issues and provide oversight of steps taken to manage these issues and ensure the highest standards are maintained.

- **Quality and Safety Committee** - The Quality and Safety committee provides assurance to Board that adequate and appropriate governance structures, processes and controls are in place throughout the Trust to enable it to deliver a quality service according to each of the dimensions of quality set out in High Quality Care for All and enshrined through the Health & Social Care Act 2012. It provides oversight of clinical effectiveness, safety and patient experience. It also oversees the CQC action plan and receives patient stories on a regular basis.
- **Performance and Finance Committee** – The performance and Finance Committee is responsible for reviewing the Trust’s annual business plan and recommending to Board. They also undertake bi-annual reviewed of performance against the plan, scrutinise operational and financial performance, assure the Board of Directors that the Trust has rigorous processes in place to prioritise its finance and resources and make decisions about their deployment to ensure that they best meet patients’ needs, deliver best value for money and are efficient, economical, effective and affordable – recommending any re-basing or re-forecasting of financial assumptions or plans to the Board, monitor the management of the Trust’s asset base and the implementation of the Trust’s enabling strategies in support of the Trust’s clinical strategy and clinical priorities, review and monitor the management of finance, performance and contracting risks.
- **Audit Committee** - The Audit Committee provides the Board of Directors with an independent and objective review of financial and corporate governance, assurance processes and risk management across the whole of the Trust’s activities (clinical and non-clinical) both generally and in support of the Annual Governance Statement. In addition, it shall oversee the work programmes for external and internal audit and receive assurance of their independence alongside the day to day monitoring of the Trust’s arrangements for corporate governance.

- **Charitable Funds Committee** – The Princess Alexandra Hospital was appointed trustee of the charitable funds of the Trust. The charitable funds committee was established to make and monitor the control and governance arrangements of the charitable funds. They further provide oversight of the fund holders charitable expenditure and fundraising schemes.

## What we spend and how we spend it

On a yearly basis, the Trust is required to publish its audited annual accounts, which are included in the annual report on the Trust website.

The full accounts are also available.

Financial performance is reported to Board on a monthly basis and is available in the board papers.

Staff pay is set out in the NHS Terms and conditions service handbook. Details of senior staff pay is included in the annual report.

## What our priorities are and how we are doing.

- **Annual Report**
- **Trust Objectives**
- **Performance against targets -KPI performance framework/performance management information. What would this link to?**

## How we make decisions

The Trust aims to provide as much information on any proposed changes or difficulties the Trust is facing. This is usually discussed within the Trust Board meetings. Before any major changes are made, the Trust will consult with its governing body as well as health group leads and the patient panel, who also sit on the quality and safety committee.

Before approval of any key change is made it will be passed through the relevant committees and recommended to Board. These committees will seek clarification, and evidence of the schemes effectiveness or express concern. Only once a scheme has been finalised at this committee will it be recommended to Board for approval.

## Our policies and procedures

Our Policies and Procedures are available from the policies and procedures section of the website. Any other information, or policies which are not published can be requested through the Freedom of Information Office (foi@pah.nhs.uk).

## Lists and registers

We publish or declarations of interest, register of outside working practice, and register of gifts and hospitality received on an annual basis, via the following links:

- [Declarations of interest](#)
- [Register of Gifts and Hospitality Received](#)
- [Register of Outside Working Practice](#)

## The services we offer

Details of the services we offer are available on the individual department pages. If you are unable to find the information here, please submit your query to the FOI team. If your query is in relation to an upcoming personal appointment, please speak with our Patient Advice and Liaison Service ([PALS@pah.nhs.uk](mailto:PALS@pah.nhs.uk)) to ensure they are able to address your query as soon as possible. If you were unhappy with the service you received on a recent visit, please contact our patient experience team ([complaints@pah.nhs.uk](mailto:complaints@pah.nhs.uk)) who will seek to address any issues.

