

**UNIVERSITY HOSPITALS DORSET NHS FOUNDATION TRUST**  
**BOARD OF DIRECTORS – PART 1 HELD IN PUBLIC**

The next meeting of the University Hospitals Dorset NHS Foundation Trust Board of Directors Part 1 will be held at 13:15 on Wednesday 25 January 2023 via Microsoft Teams.

If you are unable to attend please notify the Company Secretary Team by sending an email to: [company.secretary-team@uhd.nhs.uk](mailto:company.secretary-team@uhd.nhs.uk)

**Rob Whiteman**  
Chairman

**AGENDA – PART 1 PUBLIC MEETING**

**13:15 on Wednesday 25 January 2023**

Time	Item		Method	Purpose	Lead
13:15	1	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
	2	Declarations of Interest	Verbal		Chair
	3	Patient Story	Verbal	Discussion	CNO
13:25	4	<b>MINUTES AND ACTIONS</b>			
	4.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 30 November 2022	Paper	Approval	Chair
	4.2	Matters Arising - Action List	Paper	Review	Chair
13:30	5	<b>TRUST CHAIR AND CHIEF EXECUTIVE UPDATES</b>			
	5.1	Trust Chair's Update	Verbal	Information	Chair
	5.2	Chief Executive Officer's Report	Paper	Information	CEO
	5.3	ICB Minutes – 3 November 2022	Paper	Information	CEO
13:45	6	<b>INTEGRATED PERFORMANCE REPORT AND RISK</b>			
	6.1	Integrated Quality, Performance, Workforce, Finance and Informatics Report <i>Questions to the Executive Team by exception</i>	Paper	Assurance	EDs
	6.2	Risk Register Report	Paper	Approval	CNO
	6.3	Trust Annual Objectives 2022-2023: 6 month review	Paper	Review and Discussion	CSTO

14:05	7	<b>ASSURANCE FROM COMMITTEES</b>			
	7.1	Finance and Performance Committee – Chair’s Report	Paper	Assurance	Committee Chair
	7.2	Quality Committee – Chair’s Report	Paper	Assurance	Committee Chair
	7.3	Audit Committee – Chair’s Report	Paper	Assurance	Committee Chair
14:30	8	<b>STRATEGY AND PLANNING</b>			
	8.1	2023/24 Priorities and Operational Planning	Paper	Information	CSTO
	8.2	Freedom to Speak Up Strategy	Paper	Approval	Freedom to Speak Up Guardian
14:35	9	<b>QUALITY AND PERFORMANCE</b>			
	9.1	Maternity Incentive Scheme	Paper*	Approval	CNO
14:45	10	<b>GOVERNANCE</b>			
	10.1	Enabling Accountability Framework	Paper	Approval	COO
	10.2	Terms of Reference: <ul style="list-style-type: none"> <li>• Appointments &amp; Remuneration Committee</li> <li>• Audit Committee</li> <li>• Charitable Funds Committee</li> <li>• Finance and Performance Committee</li> <li>• People and Culture Committee</li> <li>• Quality Committee</li> </ul>	Paper	Approval	Chair
	10.3	Composition of Board Committees	Paper	Approval	Chair
	10.4	Policy Approvals: <ul style="list-style-type: none"> <li>• Managing Conflicts of Interest Policy</li> <li>• Anti-Fraud, Bribery &amp; Corruption Policy</li> </ul>	Paper	Approval	CFO
	10.5	Catering – Charity Business Case December 2022	Paper	Approval	CSTO
14:55	11	<b>ITEMS FOR INFORMATION</b>			
	11.1	Update from the Council of Governors	Verbal	Information	Lead Governor
15:00	12	Questions from the Council of Governors and Public arising from the agenda.  Governors and Members of the public are requested to submit questions relating to the agenda by no later than Sunday 22 January 2023 to <a href="mailto:company.secretary-team@uhd.nhs.uk">company.secretary-team@uhd.nhs.uk</a>		Receive	Chair

	13	Any Other Business	Verbal	Discussion	Chair
	14	<b>Date and Time of Next Board of Directors Part 1 Meeting:</b> Board of Directors Part 1 Meeting on Monday 27 March 2023 at 13:15.			
	15	<b>Resolution Regarding Press, Public and Others:</b> To agree, as permitted by the National Health Service Act 2006 (as amended), the Trust's Constitution and the Standing Orders of the Board of Directors, that representatives of the press, members of the public and others not invited to attend to the next part of the meeting be excluded due to the confidential nature of the business to be transacted.			
15:15	16	Close	Verbal		Chair

\* Late paper

This meeting is being recorded for minutes of the meeting to be produced.  
The recording will be deleted after the minutes of the meeting have been approved.

### Items for Next Board Part 1 Agenda

#### Standing Reports

- Patient Story
- Trust Chair's Update
- Chief Executive Officer's Report
- Integrated Performance Report
- Risk Register Report
- Integrated Care Board Minutes (January 2023)

#### Quarterly Reports

- Quality Impact Assessment Overview Report
- Mortality Report (Q3)
- Guardian of Safe Hours Report (Q3)

#### Bi-annual Reports

- Nursing Establishment Review (summary)

#### Annual Reports

- Quality Improvement Programme
- Scheme of Reservation and Delegation
- Approve Register of Compliance with Licence Conditions
- Approve Register of Compliance with Code of Governance
- Annual Review of the Effectiveness of Third-Party Processes and Relationships
- Board Reporting Governance Cycle
- Independence of Non-Executive Directors
- Annual Board Effectiveness Report

### Reading Room Materials

Risk Register Report (*Agenda Item 6.2*)

## AGENDA – PART 2 PRIVATE MEETING

15:30 on Wednesday 25 January 2023

Time	Item		Method	Purpose	Lead
15:30	17	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
	18	Declarations of Interest	Verbal		Chair
15:35	19	<b>MINUTES AND ACTIONS</b>			
	19.1	For Accuracy and to Agree: Part 2 Minutes of meeting held on 30 November 2022	Paper	Approval	Chair
	19.2	Matters Arising – Action List	Paper	Review	Chair
15:40	20	<b>EXECUTIVE UPDATES</b>			
	20.1	Chief Executive Officer's Update	Verbal	Assurance	CEO
	20.2	CQC Update	Verbal	Information	CNO
15:55	21	<b>STRATEGY AND TRANSFORMATION</b>			
	21.1	Implementing the Clinical Services Review	Paper	Approval	CSTO
16:05	22	<b>GOVERNANCE</b>			
	22.1	Winter Bed Capacity	Paper	Approval	CFO
	22.2	Demand and Capacity – Winter Emergency Capital Spend	Paper	Approval (Ratification)	Chair
	22.3	Delegation for Recommendation Reports	Paper	Approval	CFO
	22.4	Enabling Accountability Framework	Paper	Review	COO
16:30	23	<b>ITEMS FOR INFORMATION</b>			
	23.1	Serious Incident Report	Paper	Information	ACMO
	24	Escalations from Board Committees: Audit Committee Finance and Performance Committee Quality Committee Sustainability Committee	Verbal	Discussion/ Review	Committee Chairs

		Transformation Committee Workforce Strategy Committee			
	<b>25</b>	Any Other Business	<b>Verbal</b>		<b>Chair</b>
	<b>26</b>	Reflections on the Board Meeting	<b>Verbal</b>		<b>Chair</b>
	<b>27</b>	<b>Date and Time of Next Board of Directors Part 2 Meeting:</b> Board of Directors Part 2 Meeting on Wednesday 22 February 2023 at 9:30.			
<b>17:00</b>	<b>28</b>	<b>Close</b>	<b>Verbal</b>		<b>Chair</b>

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### Items for Next Board Part 2 Agenda

#### Standing Reports

- Trust Chair's Update
- Chief Executive Update
- Integrated Performance Report Summary
- Cost Improvement Programme
- Serious Incident Report
- Integrated Performance Report Summary

#### Annual Reports

- Draft Operational Plan

### Reading Room Materials

#### List of abbreviations:

##### Officer titles

ACMO – Acting Chief Medical Officer  
 CFO – Chief Finance Officer  
 CSTO – Chief Strategy and Transformation Officer

CEO – Chief Executive Officer  
 CNO – Chief Nursing Officer

##### Other abbreviations

CDEL – Capital Delegated Expenditure Limit  
 CIP – Cost Improvement Programme  
 ED – Emergency Department  
 HSMR – Hospital Standardised Mortality Ratio  
 ICB – Integrated Care Board  
 ICS – Integrated Care System  
 ITU – Intensive Therapy Unit  
 MSG – Mortality Surveillance Group  
 NHSE/I – NHS England/Improvement  
 #NOF – Fractured neck of femur  
 OPEL – Operational Pressures Escalation Levels  
 SDEC – Same Day Emergency Care  
 SHMI – Summary Hospital-Level Mortality Indicator  
 SMR – Standardised Mortality Ratio  
 SWAST – South West Ambulance Service NHS Foundation Trust