

**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 29 November 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 29 November 2023**

Time	Item		Method	Purpose	Lead
<b>13:15</b>	<b>1</b>	Welcome, Introductions, Apologies & Quorum	<b>Verbal</b>		<b>Chair</b>
	<b>2</b>	Declarations of Interest	<b>Verbal</b>		<b>Chair</b>
	<b>3</b>	Patient Story	<b>Verbal</b>	<b>Discussion</b>	<b>CNO</b>
	<b>4</b>	Update from the Council of Governors	<b>Verbal</b>	<b>Discussion</b>	<b>Lead Governor</b>
<b>13:35</b>	<b>5</b>	<b>MINUTES</b>			
	<b>5.1</b>	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 27 September 2023	<b>Paper</b>	<b>Approval</b>	<b>Chair</b>
	<b>5.2</b>	Matters Arising - Action List – <i>none outstanding</i>	<b>Verbal</b>	<b>Information</b>	<b>Chair</b>
<b>13:40</b>	<b>6</b>	<b>TRUST CHAIR AND CHIEF EXECUTIVE UPDATES</b>			
	<b>6.1</b>	Trust Chair's Update	<b>Verbal</b>	<b>Information</b>	<b>Chair</b>
	<b>6.2</b>	Chief Executive Officer's Report	<b>Paper</b>	<b>Information</b>	<b>CEO</b>
<b>13:55</b>	<b>7</b>	<b>STRATEGY, RISK AND PERFORMANCE</b>			
	<b>7.1</b>	Integrated Quality, Performance, Workforce, Finance and Informatics Report <i>Introduction by Triumvirate followed by Questions to the Executive Team by exception</i>	<b>Paper</b>	<b>Assurance</b>	<b>Execs</b>
	<b>7.2</b>	Quality Committee – Chair's Reports – October and November 2023	<b>Verbal</b>	<b>Assurance</b>	<b>Committee Chair</b>

		<ul style="list-style-type: none"> <li>Maternity Safety Champions Report <i>(to be presented by Director of Midwifery)</i></li> <li>Mortality Report</li> </ul>	Paper	Assurance	
	7.3	People and Culture Committee – Chair’s Report – November 2023	Verbal	Assurance	Committee Chair
	7.4	Finance and Performance Committee – Chair’s Reports – October and November 2023	Verbal	Assurance	Committee Chair
	7.5	Population Health and System Committee – Chair’s Report – October 2023	Verbal	Assurance	Committee Chair
	7.6	Charitable Funds Committee – Chair’s Report – November 2023	Verbal	Assurance	Committee Chair
	7.7	Audit Committee – Chair’s Report – October 2023 <ul style="list-style-type: none"> <li>Emergency Preparedness, Resilience and Response</li> </ul>	Paper	Assurance	NED
	7.8	Board Assurance Framework	Paper	Assurance	Execs
	7.9	Risk Register: new risks 12 and above	Paper	Approval	CNO
	7.10	Winter Plan	Paper	Approval	COO
14:50	8	<b>CULTURE</b>			
	8.1	Guardian of Safe Working Hours Report	Paper	Assurance	CMO
15:00	9.	<b>ITEMS FOR APPROVAL</b>			
	9.1	Standing Financial Instructions	Paper	Approval	CFO
	9.2	Patient Safety Incident Response Framework Plan	Paper	Approval	CNO
	9.3	Trust Constitution – extension of review date	Paper	Approval	Chair
	9.4	Board Committee membership	Paper	Approval	Chair
	10	Any Other Business	Verbal	Discussion	Chair
	11	Reflections on the Board Meeting	Verbal	Discussion	Chair
15:05	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 26 November 2023 to <a href="mailto:company.secretary-team@uhd.nhs.uk">company.secretary-team@uhd.nhs.uk</a>			
	13	<b>Date and Time of Next Board of Directors Part 1 Meeting:</b> Board of Directors Part 1 Meeting on Wednesday 3 January 2024 at 9:00.			

	<b>14</b>	<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.			
<b>15:15</b>	<b>15<sup>N</sup></b>	<b>Close</b>	<b>Verbal</b>		<b>Chair</b>

\* Late paper

<sup>R</sup> Associated item in Reading Room

<sup>N</sup> Agenda item number 16 not used

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### Items for Next Board Part 1 Agenda

#### Standing Reports

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

#### Quarterly Reports

- Guardian of Safe Hours Report

#### Bi-annual/Annual Reports

- Maternity Incentive Scheme
- Digital Strategy

## AGENDA – PART 2 PRIVATE MEETING

15:30 on Wednesday 29 November 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	Matters Arising – Action List	Paper	Review	Chair
15:40	20	<b>UPDATES</b>			
	20.1	Chief Executive Officer's Update <ul style="list-style-type: none"> <li>Electronic Patient Record</li> </ul>	Verbal	Information	CEO
	20.2	Escalations from Committee Chairs (not already covered in Part 1)	Verbal	Information	Committee Chairs
16:00	21	<b>QUALITY AND PEOPLE</b>			
	21.1	Serious Incident Report	Paper	Review	CMO
	21.2	Local Clinical Excellence Awards	Paper	Review	CMO
	21.3	Maternity Incentive Scheme – Draft	Paper	Review	CNO
16:15	22	<b>ITEMS FOR APPROVAL</b>			
	22.1	Turnkey Works for CT Scanner	Paper	Approval	CFO
	22.2	Orthopaedic Products	Paper	Approval	CFO
	22.3	IT Hardware Aggregation	Paper	Approval	CFO
	22.4	Use of Seal	Paper	Approval	CSTO
	23	Any Other Business	Verbal		Chair
	24	Reflections on the Board Meeting	Verbal		Chair

	25	<b>Date and Time of Next Standing Board of Directors Part 2 Meeting:</b> Board of Directors Part 2 Meeting on Wednesday 3 January 2024 at 11:15.			
16:30	26	Close	Verbal		Chair

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### Items for Next Standing Board Part 2 Agenda

#### Standing Reports

- Trust Chair's Update
- Chief Executive's Update
- Serious Incident Report

#### 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  
IPR – Integrated Performance Report  
ITU – Intensive Therapy Unit  
MSG – Mortality Surveillance Group  
NHSE/I – NHS England/Improvement  
#NOF – Fractured neck of femur  
NRTR – No reason to reside  
OPEL – Operational Pressures Escalation Levels  
RTT – Referral to Treatment  
SDEC – Same Day Emergency Care

SHMI – Summary Hospital-Level Mortality Indicator  
SMR – Standardised Mortality Ratio  
SWAST – South West Ambulance Service NHS  
Foundation Trust