

**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 27 September 2023 in the Boardroom at Poole Hospital and 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 27 September 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>13:30</b>	<b>4</b>	<b>MINUTES AND ACTIONS</b>			
	<b>4.1</b>	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 26 July 2023	<b>Paper</b>	<b>Approval</b>	<b>Chair</b>
	<b>4.2</b>	Matters Arising - Action List	<b>Paper</b>	<b>Review</b>	<b>Chair</b>
<b>13:35</b>	<b>5</b>	<b>TRUST CHAIR AND CHIEF EXECUTIVE UPDATES</b>			
	<b>5.1</b>	Trust Chair's Update	<b>Verbal</b>	<b>Information</b>	<b>Chair</b>
	<b>5.2</b>	Chief Executive Officer's Report <ul style="list-style-type: none"> <li>Update</li> <li>ICB Minutes – 6 July 2023</li> </ul>	<b>Paper</b>	<b>Information</b>	<b>CEO</b>
<b>13:55</b>	<b>6</b>	<b>STRATEGY, RISK AND PERFORMANCE</b>			
	<b>6.1</b>	Integrated Quality, Performance, Workforce, Finance and Informatics Report <i>Questions to the Executive Team by exception</i>	<b>Paper</b>	<b>Assurance</b>	<b>Execs</b>
	<b>6.2</b>	Elective Recovery – “Protecting and Expanding Elective Capacity” – NHS England letter	<b>Paper</b>	<b>Information</b>	<b>COO</b>
	<b>6.3</b>	Risk Register: new risks 12 and above	<b>Paper</b>	<b>Approval</b>	<b>CNO</b>

	6.4	CQC Update	Paper	Review	CNO
14:20	7	<b>CULTURE</b>			
	7.1	Freedom to Speak Up Guardian Report	Paper	Assurance	FTSU Guardian
	7.2	Workforce Race Equality Standards Report and Action Plan	Paper	Assurance	CPO
	7.3	Workforce Disability Equality Standards Report and Action Plan	Paper	Assurance	CPO
	7.4	Equality, Diversity and Inclusion Annual Report	Paper	Assurance	CPO
	7.5	Guardian of Safe Working Hours Report	Paper	Assurance	CMO
14:40	8	<b>COMMITTEE CHAIRS' REPORTS</b>			
	8.1	Quality Committee – Chair's Reports – August and September 2023 <ul style="list-style-type: none"> <li>Annual Safeguarding Report</li> </ul>	Paper	Assurance	Committee Chair
	8.2	People and Culture Committee – Chair's Report – August 2023 <ul style="list-style-type: none"> <li>Quality Assurance for Responsible Officers and Revalidation</li> <li>Maternity Staffing Report</li> <li>Annual Security Report</li> </ul>	Paper	Assurance	Committee Chair
	8.3	Finance and Performance Committee – Chair's Reports – August and September 2023 <ul style="list-style-type: none"> <li>Premises Assurance Model – <i>for approval</i></li> </ul>	Paper	Assurance	Committee Chair
	8.4	Charitable Funds Committee – Chair's Report – August 2023	Paper	Assurance	Committee Chair
15:00	9.	<b>ITEMS FOR APPROVAL</b>			
	9.1	Senior Independent Director Appointment	Paper	Approval	Chair
	9.2	Terms of Reference: <ul style="list-style-type: none"> <li>Amendments to Committee Terms of Reference</li> <li>Honours Group</li> </ul>	Paper	Approval	Chair
	9.3	Board Governance Cycle	Paper	Approval	Chair
	9.4	Board and Committee Meetings 2024	Paper	Approval	Chair
	9.5	Anti Bribery and Corruption Policy	Paper	Approval	CFO

	10	Any Other Business	Verbal	Discussion	Chair
15:05	11	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 23 July 2023 to <a href="mailto:company.secretary-team@uhd.nhs.uk">company.secretary-team@uhd.nhs.uk</a>			
	12	<b>Date and Time of Next Board of Directors Part 1 Meeting:</b> Board of Directors Part 1 Meeting on Wednesday 29 November 2023 at 13:15.			
	13	<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	14	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
- Board Assurance Framework
- Risk Register Report
- Integrated Performance Report
- Integrated Care Board Minutes (September 2023)

#### Quarterly Reports

- Mortality Report
- Guardian of Safe Hours Report

#### Bi-annual/Annual Reports

- Annual Winter Plan
- Standing Financial Instructions
- 7 Day Services Board Assurance Framework

## AGENDA – PART 2 PRIVATE MEETING

15:30 on Wednesday 27 September 2023

Time	Item		Method	Purpose	Lead
15:30	15	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
	16	Declarations of Interest	Verbal		Chair
15:35	17	<b>MINUTES AND ACTIONS</b>			
	17.1	For Accuracy and to Agree: Part 2 Minutes of meeting held on 26 July 2023	Paper	Approval	Chair
	17.2	Matters Arising – Action List – <i>none outstanding</i>	Verbal	Review	Chair
15:40	18	<b>UPDATES</b>			
	18.1	Chief Executive Officer's Update <ul style="list-style-type: none"> <li>New Hospitals Programme</li> </ul>	Verbal	Information	CEO
	18.2	Escalations from Committee Chairs (not already covered in Part 1)	Verbal	Information	Committee Chairs
	18.3	Financial Risks and Mitigations	Paper	Review	CFO
	18.4	Medium Term Financial Plan	Paper	Approval	CFO
	18.5	Electronic Patient Record	Paper	Review	CIO
15:55	19	<b>QUALITY AND PEOPLE</b>			
	19.1	Serious Incident Report	Paper	Review	CMO
16:00	20	<b>ITEMS FOR APPROVAL</b>			
	20.1	Fire Stopping Across UHD Estates	Paper	Approval	CFO
	20.2	Mortuary Stroke Ward 7R	Paper	Approval	CFO
	20.3	CT Scanners	Paper	Approval	CSTO
	20.4	UHD Charity: <ul style="list-style-type: none"> <li>Annual Report and Accounts <ul style="list-style-type: none"> <li>Annual Report and Accounts</li> <li>Representation letter</li> <li>ISA 260 report</li> </ul> </li> </ul>	Paper	Approval	CFO

	<b>21</b>	Any Other Business	<b>Verbal</b>		<b>Chair</b>
	<b>22</b>	Reflections on the Board Meeting	<b>Verbal</b>		<b>Chair</b>
	<b>23</b>	<b>Date and Time of Next Standing Board of Directors Part 2 Meeting:</b> Board of Directors Part 2 Meeting on Wednesday 29 November 2023 at 15:30.			
<b>16:30</b>	<b>24</b>	<b>Close</b>	<b>Verbal</b>		<b>Chair</b>

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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

#### Annual Report

- Local Clinical Excellence Award

#### 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