

**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 9:30 on Wednesday 4 September 2024 in the Boardrooms 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

Rob Whiteman
Chairman

AGENDA – PART 1 PUBLIC MEETING

9:30 on Wednesday 4 September 2024

Time	Item		Method	Purpose	Lead
9:30	1	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
9:32	2	Declarations of Interest	Verbal		Chair
9:35	3	Patient Story	Verbal	Discussion	CNO
9:50	4	MINUTES			
9:50	4.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 17 June 2024 and 3 July 2024	Paper	Approval	Chair
	4.2	Matters Arising - Action List – <i>(none outstanding)</i>	Verbal	Review	Chair
9:55	5	TRUST CHAIR AND CHIEF EXECUTIVE UPDATES			
9:55	5.1	Trust Chair's Update	Verbal	Information	Chair
10:05	5.2	Chief Executive Officer's Report <ul style="list-style-type: none"> ICB minutes 	Paper	Information	CEO
10:20	6	STRATEGY, RISK AND PERFORMANCE			
10:20	6.1	Integrated Quality, Performance, Workforce, Finance and Informatics Report <i>Questions to the Executive Team by exception</i>	Paper	Assurance	Execs
10:40	6.2	Risk Management Strategy	Paper	Approval	CNO
10:50	6.3	Risk Register: review of significant risks; new risks rated 12 and above	Paper	Approval	Execs

10:55	6.4	<p>Quality Committee – Chair’s Report – July and August 2024</p> <ul style="list-style-type: none"> • Maternity Safety Champions Report (<i>to be presented by Director of Midwifery</i>) • Annual Safeguarding Report and Statement • Annual Mixed Sex Accommodation Statement and Declaration • Annual Health and Safety Report 	<p>Verbal</p> <p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Assurance</p> <p>Approval</p> <p>Approval</p> <p>Assurance</p>	<p>Committee Chair</p>
11:05	6.5	<p>Finance and Performance Committee – Chair’s Report – July and August 2024</p> <ul style="list-style-type: none"> • Premises Assurance Model • Annual SIRO Report 	<p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Approval</p> <p>Assurance</p>	<p>Committee Chair</p>
11:20	6.6	<p>Population Health and System – Chair’s Report – August 2024</p>	<p>Paper</p>	<p>Assurance</p>	<p>Committee Chair</p>
11:25	6.7	<p>Audit Committee – Chair’s Report – July 2024</p> <ul style="list-style-type: none"> • Document Control Policy 	<p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Approval</p>	<p>Committee Chair</p>
11:35	6.8	<p>Transforming Care Together – Chair’s Report – August 2024</p>	<p>Paper</p>	<p>Assurance</p>	<p>Chair</p>
11:40	6.9	<p>Charitable Funds Committee – Chair’s Report – August 2024</p>	<p>Paper</p>	<p>Assurance</p>	<p>Committee Chair</p>
11:45	7	PEOPLE AND CULTURE			
11:45	7.1	<p>People Strategy</p>	<p>Paper</p>	<p>Review</p>	<p>CPO</p>
	7.2	<p>Workforce Race Equality Standards Report and Action Plan</p>	<p>Paper</p>	<p>Assurance</p>	<p>CPO</p>
	7.3	<p>Workforce Race Disability Equality Standards Report and Action Plan</p>	<p>Paper</p>	<p>Assurance</p>	<p>CPO</p>

12:00	8	ITEMS FOR APPROVAL			
12:00	8.1	Trust's Constitution	Paper	Approval	Chair
	8.2	Committee Terms of Reference <ul style="list-style-type: none"> • Audit Committee • Finance and Performance Committee • Population Health and System Committee • Quality Committee 	Paper	Approval	Chair
	8.3	Board Governance Cycle	Paper	Approval	Chair
	8.4	Board Meeting Schedule 2025	Paper	Review	Chair
12:20	9	Any Other Business	Verbal	Discussion	Chair
	10	Reflections on the Board Meeting	Verbal	Discussion	Chair
	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 noon on Sunday 1 September 2024 to company.secretary-team@uhd.nhs.uk			
	12	Date and Time of Next Board of Directors Part 1 Meeting: Board of Directors Part 1 Meeting on Wednesday 6 November 2024 at 9:30.			
	13	Resolution Regarding Press, Public and Others: 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.			
12:30	14	Close	Verbal		Chair

* Late paper

^R Associated item in Reading Room

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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
- Committee Chair's Key Issues & Assurance Report
- Integrated Performance Report
- Risk Register Report
- Maternity Safety Champions Report

Quarterly Reports

- Mortality Report
- Quality Impact Assessment Overview Report
- Guardian of Safe Working Hours Report

Bi-annual/Annual Reports

- Board Assurance Framework
- Annual Winter Plan
- Emergency Preparedness Resilience and Response
- 7 Day Services Board Assurance Framework
- Annual Infection Prevention Control and Statement
- Freedom to Speak Up Guardian Report
- UHD Charity – Annual Report and Accounts

AGENDA – PART 2 PRIVATE MEETING

12:30 on Wednesday 4 September 2024

Time	Item		Method	Purpose	Lead
12:30	15	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
	16	Declarations of Interest	Verbal		Chair
12:32	17	MINUTES AND ACTIONS			
12:32	17.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 17 June 2024 and 3 July 2024	Paper	Approval	Chair
12:33	17.2	Matters Arising – Action List	Paper	Review	Chair
12:35	18	UPDATES			
12:35	18.1	Chief Executive Officer’s Update	Verbal	Information	CEO
12:50	18.2	Escalations from Committee Chairs (not already covered in Part 1)	Verbal	Information	Committee Chairs
12:55	18.3	Feedback from Service Visits	Verbal	Information	All
13:00	18.4	Enabling Accountability Framework	Paper	Review	COO
13:10	19	STRATEGY AND FINANCE			
13:10	19.1	Efficiency Improvement Programme/System Finance Update	Paper	Review	CFO

	19.2	Christchurch Fairmile Village LLP	Paper	Review	CFO
13:25	20	QUALITY AND PEOPLE			
13:25	20.1	Patient Safety Event Report	Paper	Review	CMO
	20.2	Christchurch Hospital Mortuary	Paper	Approval	CMO
	20.3	Mortality Report	Paper	Assurance	CMO
13:45	21	ITEMS FOR APPROVAL/INFORMATION			
13:45	21.1	Surgical Procedure Packs	Paper	Approval	CFO
	21.2	Wessex Fields Substation	Paper	Approval	CFO
	21.3	Hospice at Home	Paper	Approval	CFO
	21.4	Supporting staff and patients through the Clinical Services Review	Paper	Approval	CSTO
	21.5	UHD Charity – Draft Annual Report and Accounts	Paper	Information	CFO
	22	Any Other Business	Verbal		Chair
	23	Reflections on the Board Meeting	Verbal		Chair
	24	Date and Time of Next Standing Board of Directors Part 2 Meeting: Board of Directors Part 2 Meeting on Wednesday 6 November 2024 at 12:30.			
14:00	25	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
- Escalations from Committee Chairs (not already covered in Part 1)
- Patient Safety Event Report
- Recommendation Reports

Bi-annual/Annual Reports

- Maternity Incentive Scheme – draft

List of abbreviations:

Officer titles

CPO – Chief People Officer
CFO – Chief Finance Officer
CSTO – Chief Strategy and Transformation Officer

CEO – Chief Executive Officer
CNO – Chief Nursing Officer
CoSec – Associate Director of Corporate Governance

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