

**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 6 November 2024 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**  
Chair

**AGENDA – PART 1 PUBLIC MEETING**

**9:30 on Wednesday 6 November 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	<b>MINUTES</b>			
9:50	4.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 4 September 2024	Paper	Approval	Chair
	4.2	Matters Arising - Action List	Paper	Review	Chair
9:55	5	<b>TRUST CHAIR AND CHIEF EXECUTIVE UPDATES</b>			
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"> <li>ICB minutes</li> </ul>	Paper	Information	CEO
10:20	6	<b>STRATEGY, RISK AND PERFORMANCE</b>			
10:20	6.1	Board Assurance Framework	Paper	Review	Execs
10:30	6.2	Integrated Quality, Performance, Workforce, Finance and Informatics Report <i>Questions to the Executive Team by exception</i>	Paper	Assurance	Execs
11:00	6.3	Quality Committee – Chair's Report – September and October 2024 <ul style="list-style-type: none"> <li>Maternity Safety Champions Report (<i>to be presented by Director of Midwifery</i>)</li> </ul>	Paper/Verbal  Paper	Assurance  Assurance	Committee Chair

		<ul style="list-style-type: none"> <li>7 Day Services Board Assurance Framework</li> <li>Mortality Report</li> <li>Annual Infection Prevention &amp; Control Report and Statement</li> <li>Annual End of Life Care Report</li> </ul>	<p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Assurance</p> <p>Approval</p> <p>Assurance</p>	
11:10	6.4	Finance and Performance Committee – Chair’s Report – September and October 2024 <ul style="list-style-type: none"> <li>Annual Winter Plan</li> <li>BU Partnership Strategy</li> </ul>	<p>Paper / Verbal</p> <p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Approval</p> <p>Assurance</p>	Committee Chair
	6.5	People and Culture Committee – Chair’s Report – September 2024 <ul style="list-style-type: none"> <li>Maternity Staffing Review</li> </ul>	<p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Assurance</p>	Committee Chair
11:20	6.6	Population Health and System Committee – Chair’s Report – October 2024	Paper	Assurance	Committee Chair
11:25	6.7	Audit Committee – Chair’s Report – October 2024 <ul style="list-style-type: none"> <li>Emergency Preparedness, Resilience and Response</li> <li>Standing Financial Instructions</li> <li>Policy on the use of External Auditors for Non-Audit Services</li> </ul>	<p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Assurance</p> <p>Approval</p> <p>Approval</p>	Committee Chair
11:35	6.8	Charitable Funds Committee – Chair’s Report	Verbal	Assurance	Committee Chair
11:40	6.9	Transforming Care Together – Chair’s Report – October 2024	Paper	Assurance	Chair
11:45	7	<b>PEOPLE AND CULTURE</b>			
	7.1	Freedom to Speak Up Guardian Report	Paper	Assurance	CPO
12:00	8	<b>ITEMS FOR APPROVAL/INFORMATION</b>			
12:00	8.1	Board Committee membership	Paper	Approval	Chair
	8.2	Terms of Reference <ul style="list-style-type: none"> <li>Appointments and Remuneration Committee</li> <li>Charitable Funds Committee</li> </ul>	<p>Paper</p> <p>Paper</p>	Approval	CoSec
	8.3	Risk Register: review of significant risks; new risks rated 15 and above	Paper	Information	CNO/ Execs
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 3 November 2024 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 8 January 2025 at 9:30.			
	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.			
12:30	14	Close	Verbal		Chair

\* Late paper

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

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

#### Quarterly Reports

- Guardian of Safe Working Hours Report

#### Bi-annual/Annual Reports

- Board Effectiveness Review
- Maternity Incentive Scheme - final