

**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 March 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](mailto:company.secretary-team@uhd.nhs.uk)

**Rob Whiteman**  
**Chairman**

**AGENDA – PART 1 PUBLIC MEETING**

**9:30 on Wednesday 6 March 2024**

Time	Item		Method	Purpose	Lead
<b>9:30</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>9:50</b>	<b>4</b>	<b>MINUTES</b>			
	<b>4.1</b>	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 3 January 2024	<b>Paper</b>	<b>Approval</b>	<b>Chair</b>
	<b>4.2</b>	Matters Arising - Action List – <i>none outstanding</i>	<b>Verbal</b>	<b>Information</b>	<b>Chair</b>
<b>9:52</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	<b>Paper</b>	<b>Information</b>	<b>CEO</b>
<b>10:05</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>	Quality Committee – Chair's Report – January and February 2024	<b>Verbal</b>	<b>Assurance</b>	<b>Committee Chair</b>
		• Actions in response to a case of providing inadequate nutrition	<b>Verbal</b>	<b>Assurance</b>	
		• Maternity Safety Champions Report ( <i>to be presented by Director of Midwifery</i> )	<b>Paper</b>	<b>Assurance</b>	

		<ul style="list-style-type: none"> <li>Mortality Report</li> <li>Quality Impact Assessment Report</li> </ul>	<b>Paper</b>  <b>Verbal</b>	<b>Assurance</b>  <b>Assurance</b>	
	<b>6.3</b>	People and Culture Committee – Chair’s Report – February 2024 <ul style="list-style-type: none"> <li>Safe Staffing Report</li> <li>Maternity Safe Staffing Report</li> <li>Guardian of Safe Working Hours Report</li> <li>Car Parking Policy and Standard Operating Procedure</li> </ul>	<b>Verbal</b>  <b>Paper</b>  <b>Paper</b>  <b>Paper</b>  <b>Paper</b>	<b>Assurance</b>  <b>Assurance</b>  <b>Assurance</b>  <b>Assurance</b>  <b>Approval</b>	<b>Committee Chair</b>
	<b>6.4</b>	Finance and Performance Committee – Chair’s Report – January and February 2024 <ul style="list-style-type: none"> <li>Estates Masterplan</li> <li>Green UHD Plan</li> </ul>	<b>Verbal</b>  <b>Paper</b>  <b>Paper</b>	<b>Assurance</b>  <b>Approval</b>  <b>Approval</b>	<b>Committee Chair</b>
	<b>6.5</b>	Population Health and System – Chair’s Report – January 2024	<b>Verbal</b>	<b>Assurance</b>	<b>Committee Chair</b>
	<b>6.6</b>	Audit Committee – Chair’s Report – January 2024	<b>Verbal</b>	<b>Assurance</b>	<b>Committee Chair</b>
	<b>6.7</b>	Charitable Funds Committee – Chair’s Report – February 2024	<b>Verbal</b>	<b>Assurance</b>	<b>Committee Chair</b>
	<b>6.8</b>	Risk Register: review of significant risks; new risks 12 and above	<b>Paper</b>	<b>Approval</b>	<b>CNO</b>
<b>11:35</b>	<b>7</b>	<b>PEOPLE AND CULTURE</b>			
	<b>7.1</b>	Patient First	<b>Paper</b>	<b>Review</b>	<b>CNO</b>
<b>11:40</b>	<b>8</b>	<b>ITEMS FOR APPROVAL</b>			
	<b>8.1</b>	Transforming Care Together – Terms of Reference	<b>Paper</b>	<b>Approval</b>	<b>CSTO/ COO</b>
	<b>8.2</b>	Risk Management Strategy	<b>Paper</b>	<b>Approval</b>	<b>CNO</b>
	<b>8.3</b>	Engagement Policy – Board of Directors and Council of Governors	<b>Paper</b>	<b>Approval</b>	<b>CoSec</b>
	<b>8.4</b>	Annual Objectives	<b>Paper</b>	<b>Approval</b>	<b>CSTO</b>
	<b>8.5</b>	Register of Use of Seal	<b>Paper</b>	<b>Information</b>	<b>CoSec</b>

	9	Any Other Business	Verbal	Discussion	Chair
	10	Reflections on the Board Meeting	Verbal	Discussion	Chair
11:55	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 March 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 1 May 2024 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.			
12:15	14	Close	Verbal		Chair

\* Late paper

<sup>R</sup> 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
- Board Assurance Framework
- Integrated Performance Report
- Risk Register Report
- Maternity Safety Champions Report

#### Quarterly Reports

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

#### Bi-annual/Annual Reports

- Board Assurance Framework
- Board Assurance Framework – 7 Day Services
- Freedom to Speak Up
- Gender Pay Report
- Going Concern
- Key Areas of Judgment and Estimation within Annual Accounts
- Annual Operational Plan
- Compliance with Code of Governance and Licence Conditions

- Independence of Non-Executive Directors
- Board Meeting Schedule

## AGENDA – PART 2 PRIVATE MEETING

12:30 on Wednesday 6 March 2024

Time	Item		Method	Purpose	Lead
12:30	15	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
	16	Declarations of Interest	Verbal		Chair
12:32	17	<b>MINUTES AND ACTIONS</b>			
	17.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 7 February 2024	Paper	Approval	Chair
	17.2	Matters Arising – Action List	Paper	Review	Chair
12:40	18	<b>UPDATES</b>			
	18.1	Chief Executive Officer's Update	Verbal	Information	CEO
	18.2	Escalations from Committee Chairs (not already covered in Part 1)	Verbal	Information	Committee Chairs
13:00	19	<b>STRATEGY AND FINANCE</b>			
	19.1	Draft Operational Budget and Medium Term Financial Plan	Paper	Review	CFO
	19.2	Wessex Fields	Paper	Review	CSTO
13:45	20	<b>QUALITY AND PEOPLE</b>			
	20.1	Serious Incident Report	Paper	Review	CMO
13:50	21	<b>ITEMS FOR APPROVAL</b>			
	21.1	Private Patients	Paper	Approval	CFO
	22	Any Other Business	Verbal		Chair
	23	Reflections on the Board Meeting	Verbal		Chair
	24	<b>Date and Time of Next Standing Board of Directors Part 2 Meeting:</b> Board of Directors Part 2 Meeting on Wednesday 1 May 2024 at 11:45.			

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
- Serious Incident Report

#### Bi-annual/Annual Reports

- Quality Account – draft
- Annual Accounts – draft
- Annual certificates
- Annual Governance Statement
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#### Ad Hoc

- Digital Strategy
- Clinical Strategy

#### 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