

**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 3 July 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**  
Chairman

**AGENDA – PART 1 PUBLIC MEETING**

**9:30 on Wednesday 3 July 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	Poole Africa Link	Verbal	Discussion	PAL
10:00	5	Update from the Council of Governors	Verbal	Discussion	Lead Governor
10:10	6	<b>MINUTES</b>			
10:10	6.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 1 May 2024	Paper	Approval	Chair
10:12	6.2	Matters Arising - Action List ( <i>none outstanding</i> )	Verbal	Review	Chair
10:15	7	<b>TRUST CHAIR AND CHIEF EXECUTIVE UPDATES</b>			
10:15	7.1	Trust Chair's Update	Verbal	Information	Chair
10:20	7.2	Chief Executive Officer's Report <ul style="list-style-type: none"> <li>ICB minutes</li> </ul>	Paper	Information	CEO
10:30	8	<b>RISK AND PERFORMANCE</b>			
10:30	8.1	Integrated Quality, Performance, Workforce, Finance and Informatics Report <i>Introduced by triumvirate</i>	Paper	Assurance	Execs

10:50	8.2	<p>Quality Committee – Chair’s Report – May and June 2024</p> <ul style="list-style-type: none"> <li>Maternity Safety Champions Report (<i>to be presented by Director of Midwifery</i>)</li> <li>Complaints Annual Report</li> </ul>	<p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Assurance</p> <p>Assurance</p>	Committee Chair
11:00	8.3	Finance and Performance Committee – Chair’s Report – May and June 2024	Paper	Assurance	Committee Chair
11:05	8.4	<p>People and Culture Committee – Chair’s Report – July 2024</p> <ul style="list-style-type: none"> <li>Safe Staffing Report - Nursing</li> <li>Quality Assurance for Responsible Officers and Revalidation</li> <li>Annual Security Report</li> <li>Freedom to Speak Up Report</li> <li>Guardian of Safe Working Hours Report</li> </ul>	<p>Verbal</p> <p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Assurance</p> <p>Assurance</p> <p>Assurance</p> <p>Assurance</p>	Committee Chair
11:15	8.5	Population Health and System – Chair’s Report – June 2024	Paper	Assurance	Committee Chair
11:20	8.6	<p>Audit Committee – Chair’s Report – May and June 2024</p> <ul style="list-style-type: none"> <li>Clinical Audit Plan</li> </ul>	<p>Paper</p> <p>Paper</p>	<p>Assurance</p> <p>Approval</p>	Committee Chair
11:30	8.7	Transforming Care Together – Chair’s Report – June 2024	Paper	Assurance	Chair
11:35	8.8	Charitable Funds Committee – Chair’s Report – May 2024	Paper	Assurance	Committee Chair
11:40	8.9	Risk Register: review of significant risks; new risks rated 12 and above	Paper	Assurance	Execs
11:45	9	<b>ITEMS FOR APPROVAL</b>			
11:45	9.1	Board Committee Effectiveness Review	Paper	Approval	Chair/ CoSec
	9.2	Annual Operating Plan	Paper	Approval	CSTO
11:50	10	Any Other Business	Verbal	Discussion	Chair
	11	Reflections on the Board Meeting	Verbal	Discussion	Chair
	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 noon on Sunday 30 June 2024 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 4 September 2024 at 9:30.			
	14	<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	15	Close	Verbal		Chair

\* Late paper

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

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### 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

#### Bi-annual/Annual Reports

- Nursing Establishment Review
- Maternity Staffing Report
- Annual Safeguarding Report and Statement
- Annual Infection Prevention Control and Statement
- Annual Mixed Sex Accommodation Statement and Declaration
- Annual Health and Safety Report
- Workforce Race Equality Standards Report and Action Plan
- Workforce Race Disability Equality Standards Report and Action Plan
- Annual Equality Diversity and Inclusion Report
- Annual SIRO Report
- Premises Assurance Model
- UHD Charity – Annual Report and Accounts
- Board Governance Cycle
- Board Effectiveness Review

<ul style="list-style-type: none"> <li>Board Meeting Schedule</li> </ul>
Ad hoc
<ul style="list-style-type: none"> <li>Risk Management Strategy</li> <li>Committee Terms of Reference</li> </ul>

## AGENDA – PART 2 PRIVATE MEETING

12:30 on Wednesday 3 July 2024

Time	Item		Method	Purpose	Lead
12:30	16	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
	17	Declarations of Interest	Verbal		Chair
12:32	18	<b>MINUTES AND ACTIONS</b>			
12:32	18.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 5 June 2024 and 17 June 2024	Paper	Approval	Chair
12:33	18.2	Matters Arising – Action List	Paper	Review	Chair
12:35	19	<b>UPDATES</b>			
12:35	19.1	Chief Executive Officer's Update	Verbal	Information	CEO
12:55	19.2	Escalations from Committee Chairs (not already covered in Part 1)	Verbal	Information	Committee Chairs
13:10	19.3	Feedback from Service Visits	Verbal	Information	All
13:20	19.4	Cybersecurity	Paper	Assurance	CFO
13:25	19.5	Joint working with UHS	Paper	Information	CSTO
13:30	20	<b>QUALITY AND PEOPLE</b>			
13:30	20.1	Serious Incident Report	Paper	Review	CMO

13:35	21	FINANCE			
13:35	21.1	Efficiency Improvement Programme	Paper	Assurance	CFO
13:45	22	ITEMS FOR APPROVAL			
13:45	22.1	DSP Toolkit	Paper	Ratification	CFO
	22.2	Bournemouth site energy	Paper	Approval	CSTO
	22.3	Car parking	Paper	Approval	CSTO
	22.4	NHP – contracts	Paper	Approval	CSTO
	22.5	Private Patients	Paper	Approval	CSTO
	22.6	Lease - telecoms site at Poole Hospital	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 4 September 2024 at 12:30.			
14:00	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

#### Bi-annual/Annual Reports

- N/A

#### Ad Hoc

- Digital Strategy
- Workforce 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

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

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