

**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 7 May 2025 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)

**Judy Gillow**  
Chairman

**AGENDA – PART 1 PUBLIC MEETING**

**9:30 on Wednesday 7 May 2025**

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 5 March 2025	Paper	Approval	Chair
9:53	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
10:15	6	<b>STRATEGY, RISK AND PERFORMANCE</b>			
10:15	6.1	Annual Operational Plan	Paper	Approval	CSTO
10:25	6.2	Quality Committee – Chair's Report – March and April 2025 <ul style="list-style-type: none"> <li>Maternity and Neonatal Quality and Safety Report Q4 (<i>to be presented by Director of Midwifery</i>)</li> <li>Mortality Report</li> </ul>	Verbal Paper Paper	Assurance Assurance Assurance Assurance	Committee Chair

		<ul style="list-style-type: none"> <li>7 Day Services Board Assurance Framework</li> </ul>	Paper	Assurance	
10:35	6.3	Finance and Performance Committee – Chair’s Report – March and April 2025	Verbal	Assurance	Committee Chair
10:40	6.4	People and Culture Committee – Chair’s Report – April 2025 <ul style="list-style-type: none"> <li>Guardian of Safe Working Hours (<i>to be presented by Guardian of Safe Working Hours</i>)</li> <li>Freedom to Speak Up Report &amp; Policy</li> </ul>	Paper Paper Paper	Assurance Assurance Assurance/ Approval (Policy)	Committee Chair
10:50	6.5	Transforming Care Together – Chair’s Report – April 2025	Paper	Assurance	Committee Chair
10:55	6.6	Population Health and System Committee – Chair’s Report – March 2025	Paper	Assurance	Committee Chair
11:00	6.7	Audit Committee – Chair’s Report – April 2025 <ul style="list-style-type: none"> <li>Annual Certificates – Continuity of Services 7 and Training of Governors</li> </ul>	Paper	Assurance	Committee Chair
11:10	6.8	Integrated Quality, Performance, Workforce, Finance and Informatics Report <i>Questions to the Executive Team by exception</i>	Paper	Assurance	Execs
11:30		Break			
11:40	7	<b>PEOPLE AND CULTURE</b>			
11:40	7.1	Behaviour Charter	Paper	Review	FTSUG
11:50	7.2	Staff Survey Report and Action Plan	Paper	Review	CPO
12:00	7.3	Patient First Maturity Assessment	Paper	Review	CMO
12:10	7.4	Freedom to Speak Up – Reflection and Planning Tool	Paper	Review	CPO
12:15	8	<b>ITEMS FOR APPROVAL/INFORMATION</b>			
12:15	8.1	Accountability Framework	Paper	Approval	COO
12:25	8.2	Risk Register: review of significant risks; new risks rated 15 and above	Paper	Information	CNO/ Execs
	8.3	Membership of Board Committees	Paper	Approval	Chair
	8.4	Register of Use of Seal	Paper	Approval	CoSec
12:35	9	Any Other Business	Verbal	Discussion	Chair

	<b>10</b>	Reflections on the Board Meeting	<b>Verbal</b>	<b>Discussion</b>	<b>Chair</b>
	<b>11</b>	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 4 May 2025 to <a href="mailto:company.secretary-team@uhd.nhs.uk">company.secretary-team@uhd.nhs.uk</a>			
	<b>12</b>	<b>Date and Time of Next Board of Directors Part 1 Meeting:</b> Board of Directors Part 1 Meeting on Wednesday 2 July 2025 at 9:30.			
	<b>13</b>	<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.			
<b>12:50</b>	<b>14</b>	<b>Close</b>	<b>Verbal</b>		<b>Chair</b>

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

#### Annual reports

- Annual Complaints Report
- Annual Security Report
- Clinical Audit Plan
- Quality Assurance for Responsible Officers and Revalidation
- Gifts and Hospitality Register
- Board Committee Effectiveness Reviews
- Board Committee Terms of Reference
- Board Meeting Schedule

#### Bi-annual reports

- Update from the Council of Governors
- Board Assurance Framework

#### Quarterly Reports

- Guardian of Safe Working Hours Report

## AGENDA – PART 2 PRIVATE MEETING

13:00 on Wednesday 7 May 2025

Time	Item		Method	Purpose	Lead
13:00	15	Welcome, Introductions, Apologies & Quorum	Verbal		Chair
	16	Declarations of Interest	Verbal		Chair
13:32	17	<b>MINUTES AND ACTIONS</b>			
13:32	17.1	For Accuracy and to Agree: Minutes of the Board of Directors Meeting held on 5 March, 24 March and 25 March 2025 and 2 April 2025	Paper	Approval	Chair
13:33	17.2	Matters Arising – Action List	Paper	Review	Chair
13:35	18	<b>UPDATES</b>			
13:35	18.1	Chief Executive Officer's Update <ul style="list-style-type: none"> <li>One Dorset Provider Collaborative Minutes</li> </ul>	Paper	Information	CEO
13:55	18.2	<ul style="list-style-type: none"> <li>Feedback/Escalations from Committee Chairs (not already covered in Part 1)</li> <li>Feedback From Dorset County Hospital Board</li> </ul>	Verbal	Information	Committee Chairs
14:05	18.3	Feedback from Service Visits	Verbal	Information	All
14:15	19	<b>STRATEGY AND FINANCE</b>			
14:15	19.1	Finance Update: ICS Financial Plan and Month 12 outturn	Paper	Ratification Review	CFO
	19.2	Annual Accounts and Remuneration Report – draft	Paper	Review	CFO/ CSTO
14:35	20	<b>QUALITY AND PEOPLE</b>			
14:35	20.1	Patient Safety Event Report	Paper	Review	CMO
14:40	21	<b>ITEMS FOR APPROVAL/INFORMATION</b>			
14:40	21.1	Grove Pharmacy – deed of variation	Paper	Approval	CFO
	21.2	Patient Engagement Portal	Paper	Approval	CFO

	21.3	Molecular Diagnostic Managed Services	Paper	Approval	CFO
	21.4	Poole Endoscopy – Deed of Easement	Paper	Information	CSTO
	21.5	Lease renewal – Royal Bournemouth Hospital	Paper	Approval	CSTO
	21.6	Code of Governance – draft compliance report	Paper	Approval	Chair
	21.7	Register of Compliance with Licence Conditions – draft	Paper	Approval	CEO
	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 2 July 2025 at 12:30.			
15:00	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

#### 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