

**BOARD OF DIRECTORS  
PART 2 (COMMITTEE SESSION)**

**Notes taken from the formal minutes of the meeting of Wednesday 25 March 2020  
Vespasian House, Dorchester and via video-conferencing**

*In light of the Government's guidance to Stay at Home; Save Lives and our concern for the public's health, as well as that of our patients and staff, we have taken the decision to stand-down all public Board meetings until further notice. This is also in line with guidance from NHS England/Improvement. However, we remain committed to ensuring the Trust operates in an open and transparent way, and therefore we will provide summaries of the minutes of the closed Board meetings on the hospital's website.*

<b>Members Present:</b>	Alastair Hutchison (Medical Director) Nick Johnson (Acting Chief Executive, and Director of Strategy, Transformation and Partnerships) Nicky Lucey (Director of Nursing and Quality) Inese Robotham (Chief Operating Officer) Stephen Slough (Chief Information Officer)
<b>Members Attending Remotely:</b>	Mark Addison (Chairman) Sue Atkinson (Non-Executive Director) Judy Gillow (Non-Executive Director) (Vice Chair) Paul Goddard (Director of Finance and Resources) Victoria Hodges (Non-Executive Director) (Senior Independent Director) Ian Metcalfe (Non-Executive Director) Matthew Rose (Non-Executive Director) David Underwood (Non-Executive Director) Mark Warner (Director of Organisational Development (OD) and Workforce)
<b>In Attendance:</b>	Liz Beardsall (Deputy Trust Secretary) Richard Sim (Divisional Director, Family Services and Surgical Division)
<b>Apologies:</b>	Patricia Miller (Chief Executive)

The Acting Chief Executive provided an overview of the hospital's preparations for the COVID-19 pandemic. He explained the national and regional context, and what impact this would have on the hospital. He said that the organisation's four top priorities during the pandemic were supporting staff, maintaining patient safety, deciding what aspects of business as usual to continue with, and anticipating exiting and recovery from the pandemic.

Members of the executive team then gave a detailed update on COVID-19 preparations for their operational area. The presentation provided an overview of the current context; the national, regional and organisational incident management structures; the hospital's operational and clinical approach to the pandemic; workforce, finance and support services; the importance of communications; and the key risks and issues facing the hospital.

In response to questions from the non-executive directors, the executive team provided updates on the arrangements for End of Life Care, palliative care and resuscitation decisions; redeployment, home-working and annual leave; resilience of the executive and incident management team; the national guidance on visiting and possible technological resources to support patient/family communications; regional modelling; and working with partner organisations.

The Board also had a number of financial items to discuss including approval of the 2020/21 budgets and the capital programme for the year. It also discussed temporary changes to the hospital's Standing Financial Instructions, so that the organisation could approve the procurement of goods and services flexibly and pragmatically during the pandemic.

Following the circulation of the relevant papers, the Board took the following items without discussion:

- Delegation of Authority – Annual Report
- Integrated Performance Report
- Staff Survey Results and Action Plan
- Medical Education Report
- Safe Staffing Report
- Mortality Report Q3
- Committee Work Plans - Quality Committee
- Proposed Quality Priorities 2020/21
- Estates Statutory Compliance Report
- Orthopaedic Prosthesis Contract Extension
- Corporate Risk Register and Board Assurance Framework
- Going Concern Statement
- Counter Fraud SRT Submission
- Review of Accounting Policies Areas of Estimation
- Charitable Funds Consolidation Review Paper 2019-20
- Charity Strategy
- Committee Minutes

The next meeting of the Board of Directors will be held on Wednesday 29 April via video-conferencing. This meeting will not be open to the public, but notes will be made available after the meeting on the hospital's website.