

Report to:	Board of Directors				
Date of Meeting:	30 th April 2014				
Report Title:	Company Secretary's Report				
Status:	For information	Discussion	Assurance	Approval	Regulatory requirement
Mark relevant box with X	X				
Prepared by:	Jane Downes, Company Secretary				
Executive Sponsor (presenting):	Company Secretary				
Appendices (list if applicable):	Appendix 1: Register of Directors Interests as at 31 March 2014 Appendix 2: Policy Register Appendix 3: Board Workplan and Action Plans Schedule				

Purpose of the Report
The Report presents a number of governance related matters for Board information.

Key points for information
<p>1. Directors Year End Declarations As part of the year end reporting requirements, Directors are required to declare any material interest they may have for recording in the Register of Interests. Directors are also reminded to inform the Company Secretary of any changes to their interests on an ongoing basis in accordance with the Foundation Trust's Constitution. The current Register of Interests of Directors is attached as Appendix 1.</p> <p>A new provision in the Monitor Code of Governance states that Directors (and Governors) should meet the 'fit and proper' persons test as described in the provider licence. For the purpose of the licence the test is defined as being those persons without certain recent criminal convictions and director disqualifications, and those who are not bankrupt (undischarged). Directors are asked to note this provision and ensure that the Company Secretary is notified of any change in Governors individual circumstances.</p> <p>2. Policy Register The Policy Register is attached as Appendix 2 for information.</p> <p>3. Airedale NHS FT Charitable Funds Report During March 2014, the charity received donations and legacies of over £114k and spent over £16k.</p> <p>4. Board Action Plans and Workplan The Board work plan for Board review is attached in Appendix 3. Also attached is a schedule showing action plans presented at Board and progress made against each of the plans.</p>

Recommendations

- (i) To notify the Company Secretary of any updates to the Register of Interests by Friday, 9 May 2014 for reporting in the 2013/14 Annual Report and Accounts; and note the 'fit and proper' person test criteria and relevance to Directors.
- (ii) To receive and note the Policy Register.
- (iii) To note the Airedale NHST FT Charitable Funds income and expenditure report for February 2014 and record thanks on behalf of the corporate trustee for donations to Airedale NHSFT Charitable Funds.
- (iv) To review the Board work plan and action plans schedule.

DECLARATION OF BOARD DIRECTORS' INTERESTS

In accordance with the "Codes of Conduct and Accountability Guidance" EL(94)90 issued 28 April 1994

This register lists the declared interests of the Chair, Non Executive and Executive Directors of Airedale NHS Foundation Trust that are relevant and material to the Trust.

Name	Position	1 Directorship, including non- executive directorship held in private companies or PLCs (with the exception of those of dormant companies)	2 Ownership, or part ownership, of private companies, businesses or consultancies likely or possibly seeking to do business with the NHS	3 Majority or controlling shareholdings in organisations likely, or possibly seeking, to do business with the NHS	4 A position of authority in a charity or voluntary body in the field of health and social care	5 Any connection with a voluntary or other body contracting for NHS services	6 Any other matter which may result in a conflict of interest
Mr Colin Millar	Chairman	Furness Building Society, Furness Mortgage Services Ltd and St Gemma's Hospice Ltd	None	None	Trustee, St Gemma's Hospice	Trustee, St Gemma's Hospice	None
Mr David Adam	Non Executive Director	None	None	None	None	None	None
Mr Ronald Drake	Non Executive Director	None	None	None	None	None	None
Professor Anne Gregory	Non Executive Director	Chair, Global Alliance of Public Relations and Communication Management Council Member, Chartered Institute of Public Relations	None	None	None	None	Acts as consultant to NHS organisations from time to time in her role as a full-time employee of Leeds Metropolitan University.
Mrs Sally Houghton	Non Executive Director	None	None	None	None	None	Employed by local firm of solicitors as Accountant providing administration of estates which may relate to legacies made to the Trust's charitable funds. Employers may also be involved in litigation cases relating to Airedale NHSFT

Dr Michael Toop	Non Executive Director	None	None	None	Member Research Advisory Panel Yorkshire Cancer Research	None	None
Miss Bridget Fletcher	Chief Executive	Director Immedicare LLP	None	None	None	None	None
Dr Harold Hosker	Interim Medical Director	None	None	None	President of Yorkshire Thoracic Society	None	None
Mr Andrew Copley	Director of Finance	Director Immedicare LLP	None	None	None	None	None
Mr Rob Dearden	Director of Nursing	None	None	None	None	None	None
Mrs Ann Wagner	Director of Strategy and Business Development	None	None	None	None	None	Partner is Regional Director for NHS England including national specialist commissioning lead responsibility for prison healthcare

31.03.2014

Policy Name	Expiry Date	Status
A		
Adoption Leave Policy	31/12/2013	Merged with overarching Leave Policy
Adult Absconder Policy	31/12/2013	Extended until 30 April 2014
Advancing Clinical Practice Policy	25/01/2015	
Alcohol and Drugs Policy	05/11/2017	
Annual and Public Leave Policy	30/06/2016	
Anti-Microbial Medicines Policy	14/03/2017	
Aseptic Technique Policy	30/07/2014	
B		
Being Open Policy	20/02/2014	Extended to 30 June 2014
Blood Transfusion Policy	31/01/2016	
Breastfeeding and Returning to Work Policy	31/12/2013	Extended to 10 May 2014
Bribery, Corruption and Anti-Fraud Policy	30/09/2015	
Buying and Selling Annual Leave	30/11/2016	
C		
Career Break Policy	30/06/2015	
Chaperone Policy	31/12/2013	Extended to 30 April 2014
Claims Management Policy	30/01/2015	
Clinical Audit and Service Evaluation Policy	31/12/2013	Extended to 30 June 2014
Clinical Record Keeping Standards Policy	31/12/2013	Extended to March 2014 A Fuller informed
Clinical Trials Medicines Policy	31/08/2014	
Complaints Management Policy	12/03/2014	Extended to 30 April 2014
Consent to Care and Treatment Policy	31/01/2016	
Contamination Injuries Prevention and Management Policy	31/12/2015	
Controlled Drugs Safe and Secure Handling Policy	21/11/2014	
Control of Contractors Policy	25/07/2015	
COSHH - Control of Substances Hazardous to Health Policy	01/12/2015	
Covert Administration of Medicines Policy	30/07/2014	
CRB (now Disclosure and Barring Service) Policy	30/11/2016	
Cytotoxic Medicines Policy	30/07/2014	
D		
Diagnostic Testing and Screening Policy	30/09/2014	
Dignity and Respect in Care	20/09/2014	
Dignity at Work Policy	30/06/2016	
Discharge Medicines Policy	30/09/2014	
Discharge Policy	12/01/2015	
Disciplinary Procedures Policy	30/10/2016	
Dispensing and Supply of Medicines Policy	31/07/2014	
Display Screen Equipment Policy	14/02/2016	

Disposal of Human Tissue Policy	01/10/2015	
Do Not Attempt DNACPR Policy - Regional Policy Multiple Organisations Involved	01/03/2016	
Domestic Abuse Policy	28/02/2014	Extended to 31 May 2014
Domestic Leave Policy	31/12/2013	Merged with overarching Leave Policy
E		
Emergency Planning Policy	30/08/2014	
Employment Records Policy	31/12/2013	Extended to 31 July 2014
Equal Opportunities Policy	30/06/2015	
F		
Fire Safety Policy	01/02/2015	
Fixed Term Contract Termination Policy	31/10/2013	Extended to 1 May 2014
G		
Gifts, Hospitality and Sponsorship Policy	30/09/2015	
Governor Leave Policy	31/12/2013	Merged with overarching Leave Policy
Grievance Policy	31/10/2016	
H		
Handling Concerns Regarding Medical and Dental Staff Conduct and Capability Policy	31/03/2014	To be presented at 12 May PDRG
Handling Unwanted Medicines Policy	31/07/2014	
Health and Safety Policy	21/12/2015	
Health Records Policy	18/07/2014	

I		
Illicit Drugs (Handling) Policy	30/07/2014	
Illustrative Recording and Photography of Patients	31/12/2013	Extended until 31 July 2014
Induction Policy	31/12/2013	Extended to 30 June 2014
Infection Prevention and Control Policy	30/11/2015	
Information Governance Policy	31/12/2013	Extended to 30 June 2014
Injectable Medicines Policy	30/10/2014	
Intellectual Property Policy	15/05/2015	
Interventional Procedures Policy	09/11/2013	Extended to June 2014
J		
Job Share Policy	31/10/2013	Extended to 30 April 2014
L		
Latex Policy	30/04/2014	Extended to 31 May 2014
M		
Management of Estate Policy	10/06/2015	
Management of Patients Undergoing Invasive Procedures	30/07/2014	
Mandatory Training Policy	30/10/2013	Extended to 30 June 2014
Manual Handling Policy	31/12/2014	
Maternity Leave Policy	31/12/2016	
Medical Devices & Equipment Policy	01/08/2014	
Medicine Reconciliation Policy	31/08/2014	
Medicine Administration Policy	22/08/2014	
Medicines Management - Overarching Framework Policy	30/08/2014	
Mental Capacity Act (MCA) Policy	28/02/2016	
Missed Anti natal Appointments - Follow up Process Policy	31/10/2014	
Mobile Phone Policy	31/12/2013	Extended to 31 July 2014
Monitoring Medicines Policy	18/07/2014	
MRSA Screening Policy	30/04/2014	Extended to 30 July 2014
N		
National Guidelines Implementation Policy	19/09/2014	
Non-Medical Prescribing Policy	30/10/2014	
Non-Medical Referral to Radiology Policy	04/09/2014	
Non-Nursing Consent in Clinical Research Policy	30/11/2016	
Notification of Diseases Policy	31/12/2015	
Nurse Colonoscopist Operational Policy	23/10/2014	
Nurse Consent in Clinical Research Policy	30/11/2016	
Nutrition Policy	31/12/2013	Extended to 1 July 2014

O		
Occupational Health Policy	30/08/2014	
P		
Paediatric Absonders Policy	18/02/2014	Being incorporated into Safeguarding Children Policy
Paternity Leave Policy	31/10/2016	Merged with overarching Leave Policy
Patient Access Policy	31/12/2013	Extended to 31 May 2014
Patient Group Directions Policy	09/09/2015	
Patient and Public Engagement Policy	25/01/2015	
Patient ID Policy	30/07/2015	
Patient Information Policy	10/03/2016	
Performance Development Review Policy	30/07/2015	
Pest Control Policy	30/09/2013	Extended to 30 June 2014
Post Mortem Consent Policy	01/09/2015	
Prescribing and Administration of Oxygen in Adults Policy	31/12/2013	Rachel Binks aware
Prescribing Policy	31/08/2014	
Pressure Ulcer: Prevention and Treatment Policy	26/02/2015	
Prevention of Infant Abduction Policy	30/04/2014	
Procedural Documents Policy (Policies, Guidelines, SOPs)	15/05/2014	
Procurement and Distribution of Medicines Policy	20/02/2015	
Public Duties Leave Policy	31/12/2013	Merged with overarching Leave Policy
R		
Record Keeping Policy for Clinical Nurse	21/07/2014	
Redundancy Handling Policy	30/11/2016	
Reporting Concerns and Whistleblowing Policy	30/09/2015	
Research Governance Policy	31/03/2015	
Resuscitation Policy	24/01/2015	
Retirement Procedure and Policy	10/05/2014	(possible guideline)
Risk Management Policy	22/09/2016	
S		
Safe Custody of Medicines Policy	18/04/2014	Extended to 31 August 2014
Safeguarding Adults Policy	31/01/2015	
Safeguarding Children Policy	31/01/2015	
Safe Handling and Disposal of Health Care Waste Policy	19/02/2015	
Same Sex Accommodation Policy	12/12/2013	Extended to 30 June 2014
Security Policy	19/02/2015	
Serious Incidents Requiring Investigation (SIRI) Policy	17/01/2015	
Sickness Absence Policy	30/03/2016	
Slip, trip and Fall Policy for Staff, Vistors and Others	17/04/2015	
Slip, trip and Fall Policy for Patients (Children and Adults)	30/04/2015	
Smoke Free Policy	31/12/2013	Extended to 30 June 2014

Stem Cell Policy	18/07/2014	
Stress Management of Occupational Stress Policy	26/02/2014	Extended to 31 May 2014
T		
Training and Development Policy	30/10/2013	Extended to 30 June 2014
Transfer of Care Policy	30/03/2014	To be presented at 12 May PDRG
Treasury Management Policy	20/05/2014	
U		
Uniform and Workwear Policy and Code of Appearance	30/10/2013	Extended to 31 May 2014
Unlicensed Medicines Policy	30/09/2014	
V		
Venous Thromboembolism (VTE) Treatment and Prevention Policy	18/12/2015	
Violence and Agression and Lone Working Policy	20/04/2015	
W		
Water Policy	18/10/2013	Extended to 30 June 2014
Work Experience Policy	31/10/2013	Extended to 30 June 2014

Appendix 3

Board Action Plans April 2013 – March 2014

Action Plan	Board meeting date	Agreed Board action	Responsible lead	Status
CQC MHA Monitoring Visit Report	24 April 2013 private	Report received at Board.	Medical Director	Completed. Action plan submitted to the CQC in early April.
Monitor Quality Governance Framework	22 May 2013 private	Action plan developed in response	Medical Director	Mapping exercise completed
Performance Report C-diff report	26 June 2013 public	Action plan to reduce the incidence of Clostridium Difficile updated.	Director of Nursing	Completed. Exception reporting basis subsequently agreed by Board.
HealthWatch Enter and View Report Ward 1	27 November 2013 public	Action plan to be developed to address issues raised for review by EAG.	Director of Nursing	Completed. Action plan closed at EAG (Feb 2014)
Quality of Care: Care Quality Commission (CQC) Hospital Inspection	27 November 2013 public (Quality Summit notes)	Follow up action plan to be developed.	Director of Nursing	Action plan update due at July 2014 Board meeting

AIREDALE FORMAL BOARD ACTION LIST



PUBLIC

Ref Item	Action	Responsible	Deadline / Board Date	Status / Comments
From 26 June 2013 Meeting				
155/13	Transform Programme - update to be presented in six months or sooner if Board consideration is required.	R Dearden	30 April 2014	
From 27 November 2013 Meeting				
274/13(i)	Government Review of Hospital Complaints – Complaints Policy and process	R Dearden	29 May 2014	
From 29 January 2014 Meeting				
09/14	CQC Hospital Inspection Report and Action Plan – present updated action plan	H Hosker	30 July 2014	
11/14	Clinical Governance Review – present revised terms of reference for CSAC	H Hosker	30 April 2014	
From 26 February 2014 Meeting				
36/14	Quality Account Q3 – report on Never Event to be brought to the March Board meeting	H Hosker	26 March 2014	Completed
From 26 March 2014 Meeting				
59/14	Evaluation Survey of the Council of Governors – draw out the conclusions of the report for reflection by the Board	Co Sec	29 May 2014	
61/14	Patient story –. Exec directors to consider how this can be taken forward. Board to also address patient experience at future strategy day	Execs Board	Board strategy meeting	

62/14	Staff survey – assurance report on staff issues to be presented to September Board meeting and discussed at future Board strategy meeting.	N Parker/ Board	24 September Board meeting/Board strategy meeting	
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From 27 February 2013 Meeting				
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22/13	Consider methodology of ensuring Board assurance of action plans closure	Co Sec	30 April 2014	
36/14	Quality Account Q3 – stress levels amongst staff – focus on this issue at a future Board strategy session	All	Date to be confirmed	