

<b>Report to:</b>	Board of Directors				
<b>Date of Meeting:</b>	24 <sup>th</sup> September 2014				
<b>Report Title:</b>	Company Secretary's Report				
<b>Status:</b>	<b>For information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>	<b>Regulatory requirement</b>
Mark relevant box with X	X				
<b>Prepared by:</b>	Jane Downes, Company Secretary				
<b>Executive Sponsor (presenting):</b>	Company Secretary				
<b>Appendices (list if applicable):</b>	Appendix 1: Board action log				

<b>Purpose of the Report</b>
The Report presents a number of governance related matters for Board consideration.

<b>Key points for information</b>
<p><b>1. CQC Guidance – Fit and Proper Person Requirements and Duty of Candour</b> The Board will recall the previous briefing note regarding the new regulations relating to the fit and proper person requirement for directors and the duty of candour. It had been thought that both of these requirements would be implemented on 1 October 2014, however the CQC have advised that implementation has been delayed to mid-November.</p> <p>The response to the requirements of the <i>'fit and proper person test'</i> will be managed by the Company Secretary via the Trust's nominations committee's and other governance processes. The response to the new regulations relating to <i>'duty of candour'</i> will be led by the Medical Director. A further update on progress will be forthcoming at the November Board meeting.</p> <p><b>2. Appointment and Retirement of Non-Executive Director</b> The Council of Governors held on 24<sup>th</sup> October 2014 following the Board meeting, approved the appointment of Mr Jeremy Cross as Non-Executive Director with effect from 1<sup>st</sup> October 2014. Mr Cross replaces Mr David Adam who retired on 30<sup>th</sup> September 2014.</p> <p><b>3. Airedale NHS FT Charitable Funds Report</b> During September 2014, the charity received donations and legacies of over £16k and spent approximately £20k during this period.</p> <p><b>4. Board Action Log</b> The Board action log for Board review is attached in Appendix 1.</p>

<b>Recommendations</b>
(i) To note the revised implementation date for the two new CQC regulations – Fit and Proper Person Test and Duty of Candour;

- (ii) To note the appointment of Mr Jeremy Cross as Non-Executive Director with effect from 1 October 2014;
- (iii) To note the Airedale NHST FT Charitable Funds income and expenditure report for September 2014 and record thanks on behalf of the corporate trustee for donations to Airedale NHSFT Charitable Funds.
- (iv) To review the Board action plan schedule.

**AIREDALE FORMAL BOARD ACTION LIST**  **Closed**

**PUBLIC**

Ref Item	Action	Responsible	Deadline / Board Date	Status / Comments
<b>From 26 March 2014 Meeting</b>				
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	<b>Completed</b>
36/14 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	<b>Completed (People Plan to be presented at October meeting)</b>
<b>From 29 May 2014 Meeting</b>				
123/14	Developing a new Quality Improvement Framework – provide a progress report on timescale for implementation	K Mainprize	29 October 2014 (position update) End of year for final report	
<b>From 24 September 2014 Meeting</b>				
218/14(ii)	Equality and Diversity and core values – review at future Board Strategy session.	Board	Future Board strategy session	