

## 1. 2015 Elections Report

Since the April meeting, the results of the 2015 elections have been declared. These are as follows:

### Public Governors elected to the following public constituencies

Craven	Annie Oldroyd
Keighley Central	Liz O'Keeffe
Keighley East	Linda Dobson
Pendle East and Colne	Jerry Stanford
South Craven	David Pearson
West Craven	Paul Maskell

Confirmation of nominations from our stakeholders have also been received in respect of the stakeholder governor seats. The only change to report is the appointment of Councillor Wendy Hull by Craven District Council.

There were no nominations for the Nurses and Midwives staff governor seat and therefore the seat remains vacant.

For completeness, the election report and the uncontested election report are attached in Appendix 1.

We would like to extend a warm welcome to our new Governors, and to those either re-elected or re-nominated, and congratulate them on their appointment. We are sorry to have lost the following Governors during the year and would like to thank them for their contribution.

➤ Alan Davies	Craven
➤ Adrian Mornin	Keighley Central
➤ Jean Hepworth	Keighley East
➤ Steve Coakley	Pendle East and Colne
➤ Alan Pick	South Craven
➤ Chris Nolan	West Craven
➤ Valerie Henson	Staff Governor, Nurses and Midwives
➤ Cllr Marcia Turner	Stakeholder Governor, Craven DC

Mrs Rebecca Malin, Staff Governor, All Other Staff has also tendered her resignation as Governor as she will be leaving the Trust in September 2015. Governors are asked to note that the Staff Governor seat on ARC occupied by Mrs Malin will become vacant in September 2015 and therefore expressions of interest are invited from Staff Governors by 14<sup>th</sup> August 2015.

**Action required:** To receive and note the 2015 elections report and note the call for expressions of interest from Staff Governors for ARC membership by 14<sup>th</sup> August 2015.

## 2. Appointment of Governors to Committees and Working Groups

In accordance with the previously agreed process to refresh the Governor membership of the Trust's committees and working groups, the following changes have taken place.

➤ Appointments and Remuneration Committee	Stakeholder Governor Pauline Sharp re-appointed (uncontested) Public Governor – to be confirmed*
➤ Audit Committee	David Child re-appointed
➤ Airedale Charitable Funds	David Child re-appointed (uncontested)
➤ Membership Development Group	Val Kimberley re-appointed Anne Medley re-appointed John Bootland appointed

- Organ Donation Group
- Patient & Public Engagement & Experience
- Performance Evaluation Group

Linda Dobson appointed  
Pauline Sharp appointed  
Liz O'Keeffe appointed  
Cath Wilson appointed  
Jerry Stanford appointed  
John Bootland appointed  
Val Kimberley re-appointed  
Peter Jackson appointed  
Paul Maskell appointed  
Anne Medley re-appointed  
John Roberts appointed  
Pauline Sharp re-appointed  
Anne Medley appointed  
David Pearson appointed  
Jerry Stanford appointed

- Quality Accounts Steering Group
- Sustainability Project Group

\*Election ongoing to determine the Public Governor member

### **3. Appointment of Lead Governor and Deputy Lead Governor**

The current appointments for Lead Governor and Deputy Lead Governor will conclude in October 2015. No change to the election process is proposed and therefore Governors are invited to note the nominations process as shown below:

#### Role

The role of the Lead Governor and Deputy Lead Governor is shown in appendix 2.

#### Eligibility

The role of Lead and Deputy Lead Governor is restricted to nominations from Public Governors only.

#### Term of Office

The appointment is for one term of one year. Governors are eligible for re-appointment.

#### Nominations Process

Governors expressing interest may submit (up to) a 200 word supporting statement detailing experience, skills and abilities in order to gain supporting votes.

#### Election Process

All Governors have one vote each.

There will be two separate election processes: one for the election of Lead Governor and one for the election of Deputy Lead Governor.

Where there is just one candidate for either/both position(s), that candidate will be elected unopposed. If there are no candidates for the position of Lead Governor, the Chairman will consult with Governors. If there are no candidates for the position of Deputy Lead Governor, the position will remain vacant.

#### Election Timetable

Nominations for the role of Lead Governor and Deputy Lead Governor need to be submitted to Jane Downes, Company Secretary by Thursday 20<sup>th</sup> August 2015. Voting packs will be issued by 31<sup>st</sup> August 2015, for return by 17<sup>th</sup> September 2015.

The election results will be announced week commencing 21<sup>st</sup> September 2015 and ratified at the Council of Governors meeting on 29<sup>th</sup> October 2015.

**Action: To agree the nominations process and election timetable.**

#### **4. Airedale Hospital Open Day – Thursday 20<sup>th</sup> August 2015**

The 2015 hospital open day will be held in the Education Centre on Thursday 20<sup>th</sup> August 2015 from 12noon to 4pm. The Events Programme issued with the Summer Newsletter features the Open Day and details what will be available for members and the public to enjoy on the day. All Governors, members and the public are invited.

**Action: To receive and note for information.**

#### **5. Governor Training and Development**

Since the last meeting, the following events have been attended by Governors:

- Council of Governors Development Session held on 22 July 2015  
Externally facilitated workshop with Sarah Shepherd, Shepherd Taylor Partnership  
Attendees – session open to all Governors to attend

**Action required:** To note the Governors attendance at training and development events.

#### **6. NHS Providers – Governor Support Update**

NHS Providers have issued a progress update on work since the integration of FT Governors Association (FTGA) with NHS Providers, which they have asked to be brought to the attention of FT Governors. Their aim is to launch in due course a governor e-newsletter which will provide governor focussed information directly to Governors.

**Action required:** To note the NHS Providers – Governor Support Update in Appendix 3.

#### **6. Non-Executive Directors – Activity Reports**

The reports from Non-Executive Directors showing meetings attended for the period April to June 2015 on behalf of the Trust are attached in Appendix 4.

**Action required:** To receive and note the reports from Non-Executive Directors.

#### **7. Council of Governors Forward Plan**

The forward plan is attached in Appendix 5 and is presented for information.

**Action required:** To receive and note the 2015 agenda plan for the Council of Governors meetings.

2<sup>nd</sup> June 2015

**AIREDALE NHS FOUNDATION TRUST  
ELECTION TO THE COUNCIL OF GOVERNORS**

My report of voting in the above election, which closed at 5pm on Monday 1<sup>st</sup> June 2015, is as follows.

**Public: Craven**

Number of eligible voters:		910
Votes cast by post:	185	
Votes cast online:	22	
Votes cast by text:	2	
Votes cast by telephone:	3	
Total number of votes cast:		212
Turnout:		23.3%
Number of votes found to be invalid:		0
Total number of valid votes to be counted:		212

Result (1 to elect)

OLDROYD, Annie .....	127	<b>Elected</b>
WOLSTENHOLME, Liz .....	47	
DAVIS, Robert .....	38	

**Public: Keighley Central**

Number of eligible voters:		924
Votes cast by post:	119	
Votes cast online:	23	
Votes cast by text:	0	
Votes cast by telephone:	3	
Total number of votes cast:		145
Turnout:		15.7%
Number of votes found to be invalid:		0
Total number of valid votes to be counted:		145

Result (1 to elect)

O'KEEFFE, Liz .....	77	<b>Elected</b>
AHMED, Fulzar .....	68	



**Public: Keighley East**

Number of eligible voters:		824
Votes cast by post:	130	
Votes cast online:	15	
Votes cast by text:	2	
Votes cast by telephone:	3	
Total number of votes cast:		150
Turnout:		18.2%
Number of votes found to be invalid:		0
Total number of valid votes to be counted:		150

Result (1 to elect)

DOBSON, Linda .....	96	<b>Elected</b>
MARTIN, Robin .....	54	

**Public: Pendle East and Colne**

Number of eligible voters:		468
Votes cast by post:	94	
Votes cast online:	3	
Votes cast by text:	2	
Votes cast by telephone:	3	
Total number of votes cast:		102
Turnout:		21.8%
Number of votes found to be invalid:		0
Total number of valid votes to be counted:		102

Result (1 to elect)

STANFORD, Jerry .....	63	<b>Elected</b>
THOMAS, Mary.....	39	

Public: South Craven

Number of eligible voters:		774
Votes cast by post:	129	
Votes cast online:	7	
Votes cast by text:	1	
Votes cast by telephone:	4	
Total number of votes cast:		141
Turnout:		18.2%
Number of votes found to be invalid:		0
Total number of valid votes to be counted:		141

Result (1 to elect)

PEARSON, David.....	39 *	<b>Elected</b>
POWELL, Jenny .....	39	
BERRY, Margaret.....	32	
HOSKIN, Chris .....	25	
BINNS, Harry.....	6	

\*Result drawn by lots and vote verified by recount

Electoral Reform Services can confirm that, as far as reasonably practicable, every person whose name appeared on the electoral roll supplied to us for the purpose of the ballot:-

- a) was sent the details of the ballot and
- b) if they chose to participate in the ballot, had their vote fairly and accurately recorded

The elections were conducted in accordance with the rules and constitutional arrangements as set out previously by the Trust, and ERS is satisfied that these were in accordance with accepted good electoral practice.

All voting materials will be stored for twelve months.

Yours sincerely



Ciara Norris  
Returning Officer  
On behalf of Airedale NHS Foundation Trust

**AIREDALE NHS FOUNDATION TRUST  
ELECTION TO THE COUNCIL OF GOVERNORS**

Further to the deadline for nominations for the above election at 5pm on Friday 27<sup>th</sup> March 2015, the following constituency is uncontested:

<b>Public: West Craven 1 to elect</b>
<b>The following candidate is elected unopposed:</b>
<b>Paul Maskell</b>

*Ciara Norris*

**Ciara Norris  
Returning Officer  
On behalf of Airedale NHS Foundation Trust**



## LEAD GOVERNOR ROLE DESCRIPTION

The Monitor Code of Governance advises that foundation trusts should nominate a lead governor.

### Primary Role

The primary purpose of the Lead Governor is to provide a communications route for the Council of Governors to contact Monitor if the Trust is at risk of significantly breaching its licence or constitution and the Council's concerns cannot be satisfactorily resolved.

### Role Description

A full description of the role of the nominated Lead Governor as stated in the Monitor Code of Governance is shown in Attachment A.

### Additional Roles and Responsibilities

The Lead Governor will also:

- Be a member of the nominations committee (Appointments and Remuneration Committee) that oversees the arrangements for appointing (and removing if necessary) the Chair and other Non-Executive Directors, and also considers the remuneration, allowances and other terms and conditions of office of Non-Executive Directors;
- Provide input to the Chair's annual appraisal on behalf of the Council of Governors; and
- Meet routinely with the Chair, Company Secretary and Deputy Lead Governor to plan and prepare the agenda for Council of Governors meetings.

## DEPUTY LEAD GOVERNOR ROLE DESCRIPTION

The role of Deputy Lead Governor is not a statutory role under the Monitor Code of Governance.

### Primary Role

The primary purpose of the Deputy Lead Governor is to provide the Trust with a second point of contact for the Council of Governors should the Lead Governor be unavailable for a period of time or has a conflict of interest.

### Additional Responsibilities

The Deputy Lead Governor will meet routinely with the Chair, Trust Secretary and Lead Governor to plan and prepare the agenda for Council of Governors meetings.



**Extract from Monitor Code of Governance  
The Role of the Nominated Lead Governor**

The lead governor has a role to play in facilitating direct communication between Monitor and the NHS foundation trust's council of governors. This will be in a limited number of circumstances and in particular where it may not be appropriate to communicate through the normal channels, which in most cases will be via the chairman or the trust secretary, if one is appointed.

It is not anticipated that there will be regular direct contact between Monitor and the council of governors in the ordinary course of business. Where this is necessary, it is important that it happens quickly and in an effective manner. To this end a lead governor should be nominated and contact details provided to Monitor, and then updated as required. The lead governor may be any of the governors.

The main circumstances where Monitor will contact a lead governor are where Monitor has concerns as to board leadership provided to an NHS foundation trust, and those concerns may in time lead to the use by Monitor's board of its formal powers to remove the chairman or non-executive directors. The council of governors appoints the chairperson and non-executive directors, and it will usually be the case that Monitor will wish to understand the views of the governors as to the capacity and capability of these individuals to lead the trust, and to rectify successfully any issues, and also for the governors to understand Monitor's concerns.

Monitor does not, however, envisage direct communication with the governors until such time as there is a real risk that an NHS foundation trust may be in significant breach of its terms of its licence. Once there is a risk that this may be the case, and the likely issue is one of the board leadership, Monitor will often wish to have direct contact with the NHS foundation trust's governors, but at speed and through one established point of contact, the trust's nominated lead governor. The lead governor should take steps to understand Monitor's role, the available guidance and the basis on which Monitor may take regulatory action. The lead governor will then be able to communicate more widely with other governors.

Similarly, where individual governors wish to contact Monitor, this would be expected to be through the lead governor.

The other circumstance where Monitor may wish to contact a lead governor is where, as the regulator, we have been made aware that the process for the appointment of the chairperson or other members of the board, or elections for governors, or other material decisions, may not have complied with the NHS foundation trust's constitution, or alternatively, whilst complying with the trust's constitution, may be inappropriate.

In such circumstances, where the chairperson, other members of the board of directors or the trust secretary may have been involved in the process by which these appointments or other decisions were made, a lead governor may provide a point of contact for Monitor.

Accordingly, the NHS foundation trust should nominate a lead governor, and to continue to update Monitor with their contact details as and when these change.



To all FT chairs, governors and company secretaries

16 July 2015

Dear Colleagues

### **An update on FT governor support from NHS Providers**

Following the integration of the FT Governors Association (FTGA) with NHS Providers at the end of last year, the NHS Providers team has been working hard to develop our governor support programme and over the past few months many of you and your colleagues have helped us to think about this. We thank you for your input and, in advance of the launch of a new governor e-newsletter; I would like to take this opportunity to update you on progress to date. Please feel free to share this information with your governors.

#### **1. Establishment of the Governor Policy Board**

Earlier this year we established the NHS Providers' Governor policy board to guide our work after working closely with the former FTGA directors to agree the remit of this group. This committee now consists of eight governors, elected by our members, and two FT chairs (Sue Davis and Elisabeth Buggins) who also sit on the NHS Providers Board. Sue and Elisabeth provide the link between governors and the board.

Councils of Governors in our member trusts elected the governor representatives through a formal election undertaken using e-voting technology for the first time. We are grateful to Electoral Reform Services (ERS) for supplying this technology and managing the process for us free of charge.

The governor representatives are drawn from acute, mental health, community and ambulance sectors and we now have public, staff, patient/service user and appointed members on the policy board. We met for the first time on 19<sup>th</sup> May and are due to meet for the second time on 22<sup>nd</sup> July. Details of policy board members and minutes of policy board meetings are available to see on our [website](#).

#### **2. National Governor Focus conference**

Holding an early national governors' conference was very important to the former FTGA board and we fulfilled that commitment in early April. It brought together

governors from most of our member trusts for a day of support and networking. 73 per cent of participants scored the conference 4 or 5 out of 5 (where 5 is excellent).

### **3. Integrating governor support and GovernWell, our national training programme**

We have agreed a clearer direction for our governor support brand as a sub brand of NHS Providers, so we will now use our corporate logo in all our correspondence and publications. As it is widely recognised, the name GovernWell will be retained for our national training programme. GovernWell has grown since first launched in 2013 and, of the 1400 governors that have participated to date, 98 per cent would recommend it to other governors. For those of you whose governors have attended, we hope that they have become more confident and informed in their role and that you can see improvement in governor capability.

We have listened carefully to your comments on your financial challenges and, as a result, are considering our GovernWell costing model. We no longer receive funding for this programme from the NHS Leadership Academy nor is it covered by our annual member fees. We will keep you informed through the autumn.

### **4. Regional events**

Despite the success of the Governor Focus conference, you have told us that regional rather than national events work best for governors. Therefore we are planning a series of regional meetings for governors starting in September in the North East. Where possible we aim to coordinate with local governor groups to avoid duplication so please do let us know if your governors meet regionally or locally.

The focus for our regional workshops will be on facilitating development for the governor, to identify, aspire to, and take steps towards fulfilling their own personal potential and importantly that of the Council of Governors as a whole. Your enhanced member fee will cover governor places on these and numbers of governors per trust will be aligned to the capacity of the venue.

The process of developing or being developed is in essence building on and applying the early stage learning achieved through GovernWell or other foundation skills training. NHS governors, for example, would not be able to apply their understanding of the organisations, systems and processes that define, sustain and regulate the NHS to their activities as a governor if they were not clear on the background - who the regulators are, who is responsible for what, etc. At these events we want to facilitate a well structured, informed debate and encourage peer support.

We are also keen to help governors to identify, share and apply good practice (where relevant), and learn new techniques. We hope our regional workshops will help

governors broaden understanding, challenge their own assumptions, encourage new insights and explore new ways of working.

#### **5. Policy guidance**

As you will know, a major part of NHS Providers' work is in the national policy arena. In keeping with our wider work programmes, we are aiming to produce a range of briefings and guidance on key policy issues for governors during the year, the first being available in August.

#### **6. Supporting materials, technology and website**

Already published on our website is a growing range of useful documents to help governors in their role.

We are currently in the process of changing the website and the new site will have dedicated pages for governors with a link to some e-learning packages that we are currently finalising. In the meantime, please direct your governors to the following pages on our current website:

<http://www.nhsproviders.org/members/governor-support/>

<http://www.nhsproviders.org/governwell/>

We want to maximise the use of technology and enable access to information for all governors and aim to pilot some webinars on important governor issues this year.

An induction toolkit for company secretaries has been developed and is being aligned to our corporate brand over the summer.

#### **7. A new Governor Focus newsletter**

We are keen to keep governors up to date with relevant policy announcements, news and events so will be starting a quarterly e-newsletter for them this summer, which we hope will be of interest to you. We invite your feedback and suggestions for future stories via [edwin.magombe@nhsproviders.org](mailto:edwin.magombe@nhsproviders.org)

#### **8. Ad hoc advice**

Whilst we do not provide a dedicated helpline for governors, we receive a range of queries by phone and email. Most require factual answers and are easy to deal with but at times the issues are more complex. Recognising that each foundation trust will have its own policies and procedures, we would generally refer governors back to their trusts to solve any issues. We cannot provide a confidential service to governors but we do want to work with you as well as the Independent Panel for advising Governors to ensure governors receive the most appropriate answers to their queries.

## 9. Ongoing liaison

We want to continue to provide the support and resources that your governors really need to make their role more effective and we can only do this with your help. Please feel free to contact us at any time with your suggestions on this. Please also be assured that we will continue to contact governors through trust secretaries and membership managers. Please help us by passing on relevant correspondence to them.

Lastly, I would like to introduce you to the governor support team:

- Claire Mescia, programme manager [claire.mescia@nhsproviders.org](mailto:claire.mescia@nhsproviders.org)
- John Coutts, governance policy advisor, [john.coutts@nhsproviders.org](mailto:john.coutts@nhsproviders.org)
- Edwin Magombe, governor support officer, [edwin.magombe@nhsproviders.org](mailto:edwin.magombe@nhsproviders.org)
- Angela Williams, governor support officer (GovernWell), [angela.williams@nhsproviders.org](mailto:angela.williams@nhsproviders.org)
- Kim Hutchings, head of development and engagement, [kim.hutchings@nhsproviders.org](mailto:kim.hutchings@nhsproviders.org)

Please do not hesitate to contact any member of our team with your suggestions.

Kind regards



Saffron Cordery  
Director of Policy and Strategy  
NHS Providers

**Non-Executive Directors – Activity Reports**

**NAME:** Jeremy Cross  
**PERIOD:** 1 April 2015 – 30 June 2015

DATE	ACTIVITY
20/4/15	Safer Patient Initiative Walk round – Intensive care
24/4/15	Reading for audit committee
27/4/15	Attend audit committee and follow up on specific issues afterwards
28/4/15	Reading for board meeting
29/4/15	Attend public and private board meetings
30/4/15	Attend Council of Governors
7/5/15	Tri partite meeting of Non-Executives with Bradford Foundation Trust etc.
20/5/15	Reading for audit committee
21/5/15	Safer Patient Initiative Walk round – maternity services
21/5/15	Attend audit committee
26/5/15	Reading for board meeting
27/5/15	Attend public and private board meetings
17/6/15	Non-Executive Director Interviews
23/6/15	Reading for board meeting
24/6/15	Attend public and private board meetings in Settle

**NAME:** Ronald Drake  
**PERIOD:** 1 April 2015 – 30 June 2015

DATE	ACTIVITY
02/4/15	Meeting with Trust's legal team
15/4/15	Resuscitation Committee Meeting
15/4/15	Governors' Buddy Group Meeting
20/4/15	Attending Manchester Employment Tribunal (ET) Hearing – day 1
21/4/15	Attending Manchester ET Hearing – day 2
22/4/15	Attending Manchester ET Hearing – day 3
23/4/15	Safer Patient Initiative Inspection – Childrens' Out Patients Department
29/4/15	April Board Meetings
30/4/15	Pre Meeting - Council of Governors
30/4/15	Council of Governors Meeting
07/5/15	Meeting with Chairman and CEO pre May Board
07/5/15	Meeting with Non-Executive Directors of partner Trusts
12/5/15	NHS Providers Conference/Meeting
14/5/15	Clinical Specialty Assurance Committee Meeting
14/5/15	Appointments and Remuneration Committee – Non Executive Director recruitment Longlist Meeting
14/5/15	Friends of Airedale AGM
27/5/15	Charing May Board Meetings
28/5/15	One to one meeting with CEO
01/6/15	One to one meeting with Chairman to report back
01/6/15	Appointments and Remuneration Committee – Non-Executive Director recruitment Shortlist Meeting
08/6/15	Board appointments, remuneration and terms of service committee Meeting

Airedale NHS Foundation Trust  
 Council of Governors: 30 July 2015  
 Title: Company Secretary's Report  
 Author: Jane Downes, Company Secretary

11/6/15	Appointments and Remuneration Committee – Non Executive Director recruitment interview planning Meeting
11/6/15	Attending Governors' Network Meeting
12/6/15	Resuscitation Committee Meeting
15/6/15	Attending Manchester ET Hearing – day 3
17/6/15	Appointments and Remuneration Committee – Non Executive Director recruitment meetings (x2)
18/6/15	Board appointments, remuneration and terms of service committee Meeting
18/6/15	Board Strategy Briefing
18/6/15	Monitor Visit Meeting
23/6/15	Regional Chairmen's Meeting – deputising for Chairman
24/6/15	June Board Meetings at Settle
24/6/15	Castleberg Hospital – Site Inspection/Visit

**NAME:** Anne Gregory  
**PERIOD:** 1 April 2015 – 30 June 2015

DATE	ACTIVITY
10/4/15	Appraisal meeting with Chair
17/4/15	Governors' Buddy Group meeting
May	Absent all month, prior permission of Chair agreed. Working in Australia
4/6/15	Safer Patient Initiative Walkround
	Meeting with Company Secretary re Board appointments, remuneration and terms of service committee Meeting: Terms of Reference, future agenda
8/6/15	Board appointments, remuneration and terms of service committee Meeting
18/6/15	Board appointments, remuneration and terms of service committee Meeting
24/6/15	Board meeting: Settle

**NAME:** Sally Houghton  
**PERIOD:** 1 April 2015 – 30 June 2015

DATE	ACTIVITY
9/4/15	Meeting with Bridget Fletcher
10/4/15	Appraisal
16/4/15	Charities Sub-Committee (chaired) Meeting re Audit Committee agenda
17/4/15	Buddy Group meeting
22/4/15	Meeting with Nick Parker
24/4/15	Chairman's Appraisal
27/4/15	Audit Committee (chaired)
29/4/15	Board Meeting
30/4/15	Meeting with Michael Luger Non-Executive Directors/Governors Meeting Council of Governors Meeting
7/5/15	HR Appeal Panel NEDs Meeting
14/5/15	Meeting with Nick Parker and Jane Downes

Airedale NHS Foundation Trust  
 Council of Governors: 30 July 2015  
 Title: Company Secretary's Report  
 Author: Jane Downes, Company Secretary

	Appointments and Remuneration Committee
19/5/15	Meeting with Wendy Winterbottom re Audit Committee minutes
21/5/15	Audit Committee (chaired) Meeting with Christine Fish (fundraiser)
27/5/15	Board Meeting
1/6/15	Appointments and Remuneration Committee
15/6/15	HR Appeal Panel
18/6/15	Board Strategy Meeting Meeting with Graham Beck re Procurement Charities Steering Group
24/6/15	Board Meeting (Settle)

**NAME:** Mike Toop  
**PERIOD:** 1 April 2015 – 30 June 2015

20/04/15	Appraisal Chairman
23/04/15	Quality meeting Medical Director, Director of Nursing
27/04/15	Audit committee
29/04/15	Board of Directors meeting
30/05/15	Council of Governors meeting
07/05/15	Tripartite Non Executive Director meeting
14/05/15	Chair Clinical Specialty Assurance Committee Meeting
21/05/15	Audit Committee
	Quality meeting Medical Director, Director of Nursing
25/05/15	Meeting Director of Strategy
27/05/15	Board of Directors meeting
17/06/15	Selection process new Non-Executive Director
18/06/15	Safer Patient Initiative walk round maternity
	Meeting with Monitor
	Quality meeting Medical Director, Director of Nursing
22/06/15	Meeting Director of strategy
24/06/15	Board of Directors meeting

**NOTE** – The quarterly schedules includes time actually spent on NED duties at Airedale or other appropriate locations. It takes no account of preparation for meetings, background reading and more general correspondence on hospital business.



**Airedale NHS Foundation Trust**  
**Council of Governors 2015 Agenda Plan**

Agenda item	29 Jan 2015 Quarterly meeting	19 Feb 2015 Council to Board	30 April 2015 Quarterly meeting	30 July 2015 Quarterly Meeting/AGM	29 Oct 2015 Quarterly meeting	10 Dec 2015 Board to Council
Quarterly Airedale FT Report	X		X	X	X	
Chief Executive's Report	X		X	X	X	
Quality Account – quarterly report	X		X	X	X	
Annual Quality Account				X (agm)		
Annual Report and Accounts				X (agm)		
Annual Plan		X		X		X
Forward Agenda Plan	X		X	X	X	
Governor events – feedback	X		X	X	X	
Hospital open day update				X		
Hospital open day debrief					X	
Feedback from Cttee's/Working Groups	X		X	X	X	
Review of Constitution	X					
Auditors Report and Letter				X		
Annual Audit Committee Report	X					
Annual Report – Infection Control					X	
Register of Interests			X			
Lead/Deputy Governor appt. process				X		
Appointment of Lead/Deputy Governor					X	
NED appointment				X (egm 25 June)		
Annual committee/group membership				X		
Membership Strategy – annual review			X	X (agm)		
Elections update report	X		X			
Election results report				X		
Ad hoc reports/presentations	X		X	X	X	X
2015 Annual General Meeting				AGM @ 2pm		