

Report to:	Board of Directors				
Date of Meeting:	28 th October 2015				
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: Policy Register Appendix 2: Board Action Log				

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

Key points for information
<p>1. Policy Register The Trust's Policy Register is attached for Board review (see Appendix 1).</p> <p>2. Airedale NHS FT Charitable Funds Report In September 2015, the charity received donations and legacies of over £14k and spent over £20k.</p> <p>3. Board Action Log The Board action log is attached for Board review (see Appendix 2).</p>

Recommendations
<ul style="list-style-type: none"> (i) To receive and note the Policy Register; (ii) To note the Airedale NHST FT Charitable Funds income and expenditure report for September 2015 and record thanks on behalf of the corporate trustee for donations to Airedale NHSFT Charitable Funds; and (iii) To review the Board action log and delete those items deemed completed.

Policy Name	Expiry Date	Status
A		
Administration of the Mental Health Act 1983 as Amended by the Mental Health Act 2007	30/09/2018	
Adult Absconder Policy	31/10/2017	
Administration of Medicines by Nurses, Midwives and ODPs and HCSW	31/03/2017	
Admission of Women Exclusively Breastfeeding Policy	30/03/2016	
Advancing Clinical Practice Policy	13/12/2015	
Alcohol and Drugs Policy	05/11/2017	
Annual and Public Leave Policy	30/06/2016	
Anti Fraud, Bribery and Corruption Policy	31/10/2017	
Anti-Microbial Medicines Policy	14/03/2017	
B		
Being Open Policy	11/05/2018	
Blood Transfusion Policy	31/01/2016	
Breastfeeding and Returning to Work Policy	16/03/2016	
Bribery, Corruption and Anti-Fraud Policy	30/09/2015	Extended to November 2015
Buying and Selling Annual Leave	30/11/2016	
C		
Care of the Dying Policy (Last Hours and Days) Policy	13/04/2016	
Chaperone Policy	31/10/2017	
Claims Management Policy	30/09/2018	
Clinical Audit and Service Evaluation Policy	31/08/2017	
Clinical Record Keeping Standards Policy	31/03/2018	
Clinical Trials Medicines Policy	31/08/2017	
Clinical Photography Policy	01/09/2016	
Collection of Stem Cells from Umbilical Cord Policy	23/10/2017	
Complaints Management Policy	10/03/2016	
Conduct and Capabilities of Medical and Dental Staff	09/06/2017	
Consent in Clinical Research Policy	17/07/2017	
Consent to Care and Treatment Policy	31/01/2016	
Contamination Injuries Prevention and Management Policy	01/12/2017	
Controlled Drugs Safe and Secure Handling Policy	31/03/2017	
Control of Contractors Policy	25/07/2015	Extended to 25 November 2015
COSHH - Control of Substances Hazardous to Health Policy	01/12/2015	
Covert Administration of Medicines Policy	09/12/2017	
Cytotoxic Medicines Policy	31/08/2017	
D		
Dignity at Work Policy	30/06/2016	
Discharge Policy	14/07/2017	
Disciplinary Procedures Policy	30/10/2016	
Disclosure and Barring Service Policy	30/11/2016	
Display Screen Equipment Policy	14/02/2016	
Disposal of Human Tissue Policy	01/10/2018	
Do Not Attempt DNACPR Policy - Regional Policy Multiple Organisations Involved	01/03/2017	
Domestic Abuse Policy	12/01/2018	

E		
Emergency Preparedness and Resilience and Response Policy	30/12/2016	
Employment Records and Data Protection Policy	12/01/2018	
Employee Health and Wellbeing Policy (formally Occupational Health Policy)	30/08/2014	Extended to September 2015
Established Medical Staff Study and Professional Leave Policy	10/01/2017	
Equal Opportunities Policy	30/06/2015	Extended to November 2015
F		
Fire Safety Policy	03/09/2016	
Fixed Term Contract Termination Policy	30/04/2017	
G		
Gifts, Hospitality and Sponsorship Policy	30/09/2015	Extended to November 2015
Grievance Policy	31/10/2016	
H		
Handling Concerns Regarding Medical and Dental Staff Conduct and Capability	30/07/2017	
Health and Safety Policy	21/12/2015	
I		
Induction Policy	10/11/2017	
Infant/Newborn Feeding Policy	28/02/2016	
Infection Prevention and Control Policy	01/12/2016	
Information Governance Policy	08/10/2015	Extended to 30 November 2015
Information (Governance) Risk Policy	01/02/2016	
Information Governance Training Policy	01/02/2016	
Integrated Tissue Viability Service Policy	08/06/2016	
Injectable Medicines Policy	13/03/2018	
Intrathecal Chemotherapy (ITC) Policy	31/10/2017	
Intellectual Property Policy	15/05/2018	
Interventional Procedures Policy	01/12/2018	
Ionising Radiation Protection Policy	13/08/2015	
J		
Job Share Policy	30/12/2014	Extended to 28 February 2015 - to be merged with Flexible Working Guideline - alts required following staff side review
L		
Latex Policy	30/06/2017	
M		
Managing Challenging Behaviour and the Use of Restraint Policy	31/03/2016	
Management of Estate Policy	10/06/2015	Extended to 10th October 2015
Management of Security, Violence and Aggression Policy	01/04/2017	
Management and Prevention of Pressure Ulcer Policy	26/02/2015	Extended to November 2015
Management of Volunteers Policy	10/07/2017	
Mandatory Training Policy	10/11/2017	
Manual Handling Policy	31/07/2016	
Maternity, Paternity and Adoption Leave Policy	31/12/2016	
Medical Devices and Equipment Policy	31/08/2017	
Medicine Administration Policy	09/03/2017	
Medicines Management - Overarching Framework Policy	31/07/2017	
Mental Capacity Act (MCA) Policy	28/02/2016	
Missed Anti natal Appointments - Follow up Process Policy	31/12/2017	
Mobile Phone Policy	30/11/2015	
Monitoring Medicines Policy	31/03/2018	

N		
National Guidelines Implementation Policy	31/01/2018	
Non-Medical Authorisation of Blood and Blood Components Policy	13/07/2017	
Non-Medical Prescribing Policy	12/01/2017	
Notification of Diseases Policy	01/12/2018	
Nutrition Policy	31/07/2017	
O		
Occupational Stress Policy	21/02/2014	Extended to 30 September 2015
P		
Paediatric Absonders Policy	01/08/2017	
Paper Based Health Records Policy	31/03/2016	
Parenteral Nutrition in Adults Policy	09/12/2017	
Patient Access Policy	31/12/2016	
Patient Group Directions for the Supply and Administration of Medicines Policy	13/07/2017	
Patient ID Policy	09/01/2018	
Patient Information Policy	10/03/2016	
Pay Protection Policy	01/09/2018	
Performance Development Review Policy	30/07/2016	
Pest Control Policy	05/11/2016	
Positive Identification of Patients Policy	09/01/2018	
Post Mortem Consent Policy	01/10/2018	
Prescribing and Administration of Oxygen in Adults Policy	10/10/2016	
Prescribing Policy	31/07/2017	
Prevention of Infant Abduction Policy	31/08/2017	
Procurement Distribution and Dispensing of Medicines Policy	13/07/2018	
Procurement Policy	10/08/2018	
Procedural Documents Policy (Policies, Guidelines, SOPs)	31/12/2016	
R		
Record Keeping Policy for Clinical Nurse	13/07/2017	
Redundancy Handling Policy	30/11/2016	
Remediation Policy	10/08/2017	
Reporting Concerns and Whistleblowing Policy	30/09/2015	Extended to December 2015
Research Governance Policy	31/03/2017	
Resuscitation Policy	01/04/2017	
Retirement Procedure and Policy	12/01/2018	
Risk Management Policy	11/05/2018	

S		
Safe and Secure Handling of Controlled Drugs Policy	13/13/2017	
Safe Blood Transfusion Policy	22/01/2016	
Safe Custody of Medicines Policy	31/07/2017	
Safeguarding Adults Policy	30/09/2016	
Safeguarding Children Policy	31/09/2016	
Safe Handling and Disposal of Health Care Waste Policy	13/04/2016	
Same Sex Accommodation Policy	31/07/2016	
Serious Incidents Requiring Investigation (SIRI) Policy	08/06/2018	
Sickness Absence Policy	30/03/2016	
Slip, trip and Fall Policy for Staff, Visitors and Others	30/04/2017	
Slip, trip and Fall Policy for Patients (Children and Adults)	10/08/2017	
Smoke Free Policy	12/01/2018	
Special Leave Policy	20/04/2017	
T		
Training and Development Policy	10/01/2016	
Telehealth Hub Operational and Governance Policy	12/01/2017	
Transfer of Care Policy	30/06/2016	
Travel Policy	30/04/2017	
Treasury Management Policy	10/11/2017	
U		
Uniform and Workwear Policy and Code of Appearance	10/11/2016	
Unlicensed Medicines Policy	09/01/2018	
V		
Venous Thromboembolism (VTE) Treatment and Prevention Policy	18/12/2015	
VIP Visitors Policy	01/05/2017	
W		
Water Policy	31/10/2017	
Work Experience Policy	01/12/2018	

AIREDALE FORMAL BOARD ACTION LIST Closed

PUBLIC

Ref Item	Action	Responsible	Deadline / Board Date	Status / Comments
From 28 January 2015 Meeting				
03/15	Right Care Portfolio - present Master Schedule	B Fletcher	25 March/29 April 2015	Agreed to present July Board
From 29 April 2015 Meeting				
88/15	Chairman's briefing – keep the Board informed of the progress of the Governor-NED Committees	Chairman	KIV	
From 27 May 2015 Meeting				
128/15	CQC Fundamental Standards of Care – provide an update to the Board on progress of work undertaken in conjunction with CSAC	K Mainprize	28 October 2015	
From 24 June 2015 Meeting				
171/15	DNA rate – present performance update report	S Hunter	30 September 2015	Completed
176/15	Review complaints department accessibility	R Dearden	KIV	
From 29 July 2015 Meeting				
188/15	Nurse recruitment progress report	R Dearden	27 January 2016	
193/15(iii)	Well-Led Framework for Governance – provide feedback from interim self- assessment	J Downes	28 October 2016	Review outputs at strategy session
From 30 September 2015 Meeting				
221/15	Nursing and Midwifery Staffing Report - invite internationally recruited nurse to future Board re their experiences of recruitment process and working at Airedale	R Dearden	KIV	