

<b>Report to:</b>	Board of Directors				
<b>Date of Meeting:</b>	27 <sup>th</sup> April 2016				
<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			X	
<b>Prepared by:</b>	Jane Downes, Company Secretary				
<b>Executive Sponsor (presenting):</b>	Company Secretary				
<b>Appendices (list if applicable):</b>	Appendix 1: Register of Director's Interests Appendix 2: Board Action Log				

<b>Purpose of the Report</b>
The report presents a number of governance related matters for Board approval and information.

<b>Key points for information</b>
<p><b>1. Director's Year End Declarations</b> As part of the year end reporting requirements, Directors are required to declare any material interests 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 updated Register of Interests of Directors is attached as Appendix 1.</p> <p><b>2. Non-Executive Director Recruitment</b> Due to a number of the candidates for the Clinical and Finance roles not being available on the scheduled interview dates of 18/19 April, ARC agreed to delay these interviews until 19/20 May. On 13 April, the Appointments and Remuneration Committee ('ARC') considered and shortlisted a number of candidates for the Legal NED role. The interviews were held on 18 April. The final appointment recommendation to the NED positions will be presented by ARC to an extraordinary meeting of the Council of Governors scheduled for 25<sup>th</sup> May (4pm).</p> <p><b>3. Airedale NHS FT Charitable Funds Report</b> During March 2016, the charity received donations and legacies of c.£5k, and spent almost £28k including the purchase of Niox Mino Test Kits from the Allergy/Respiratory Fund and a Bariatric Podiatry Couch from the Diabetic Fund.</p> <p><b>4. Board Action Log</b> The Board action log is attached for Board review (see appendix 2).</p>

<b>Recommendations</b>
<ul style="list-style-type: none"> <li>(i) To receive and note the Register of Director's Interests for the year ended 31 March 2015;</li> <li>(ii) To receive and note the update report on Non-Executive recruitment;</li> <li>(iii) To note the Airedale NHST FT Charitable Funds income and expenditure report for March 2016 and record thanks on behalf of the corporate trustee for donations to Airedale NHSFT Charitable Funds; and</li> <li>(iv) To review the Board action log and delete those items deemed completed.</li> </ul>

**REGISTER OF BOARD OF 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 Chairman, 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
Professor Michael Luger	Chairman	None	None	None	None	None	None
Mr Jeremy Cross	Non-Executive Director	Cross Consulting Ltd	None	None	Treasurer, Care and Repair (Leeds)	None	Non-Executive Chairman, Mansfield Building Society
Mr Ronald Drake	Non-Executive Director	None	None	None	None	None	None
Professor Anne Gregory	Non-Executive Director	Director, Practix Limited	None	None	None	None	None
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
Mr Shazad Sarwar	Non-Executive Director	None		None		None	None
Vacancy	Non-Executive Director						
Miss Bridget Fletcher	Chief Executive	Director Immedicare LLP	None	None	None	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	Spouse is employed as part-time Physiotherapist with Craven Collaborative Care Team.
Ms Stacey Hunter	Director of Operations	None	None	None	Charity Trustee, Forget-Me-Not Children's Hospice	None	None
Mr Karl Mainprize	Medical Director	None	None	None	None	None	None

**31 March 2016**

Updated 29 May 2015 (Rob Dearden and Jeremy Cross)

Updated 1 August 2015 (appointment of Shazad Sarwar and change of Director of Operations to Executive Director position)

Updated 15 September 2015 (Jeremy Cross appointment as Treasurer, Care and Repair (Leeds))

Updated 15<sup>th</sup> October 2015 (death of Dr Toop 14.10.2015)

Updated 13 November 2015 (Stacey Hunter Charity Trustee appointment)

Updated 1 February 2016 (Ann Wagner resignation)

Updated 31 March 2016 (Year-end declaration of interest returns)

**AIREDALE FORMAL BOARD ACTION LIST**  Closed

**PUBLIC**

Ref Item	Action	Responsible	Deadline / Board Date	Status / Comments
<b>From 24 June 2015 Meeting</b>				
176/15	Review complaints department accessibility	R Dearden	<b>KIV</b>	
<b>From 29 July 2015 Meeting</b>				
188/15	Nurse recruitment progress report	R Dearden	30 March 2016	<b>Completed</b>
<b>From 30 September 2015 Meeting</b>				
221/15	Nursing and Midwifery Staffing Report - invite internationally recruited nurse to future Board meeting re their experiences of recruitment process and working at Airedale	R Dearden	Date to be confirmed	
<b>From 28 October 2015 Meeting</b>				
251/15(iii)	Trauma Peer Review – action plan update	S Hunter	27 April 2016	
<b>From 25 November 2015 Meeting</b>				
275/15	Right Care Portfolio Report – update on impact of e-prescribing on delayed discharges	S Hunter	30 March 2016	Present with Right Care Report at April Board meeting
280/15	RCP National Audit of Inpatient Falls – 6 month audit of National Audit of Inpatient Falls	R Dearden	25 May 2016	
<b>From 27 January 2016 Meeting</b>				
07/16 and 08/16	Inclusion Strategy and PPEE Strategy - annual update	R Dearden	January 2017	<b>Completed</b>
<b>From 30 March 2016 Meeting</b>				
36/16	Patient story learnings – produce 6 monthly reflection on learnings	R Dearden	28 September 2016	

42/16	Nurse staffing – discuss at Board strategy meeting	R Dearden	date to be confirmed	
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