

## 2016 ANNUAL MEMBERS MEETING

HELD AT 14:00 ON THURSDAY 28 JULY 2016 IN THE LECTURE THEATRE, AIREDALE  
GENERAL HOSPITAL, SKIPTON ROAD, STEETON, KEIGHLEY

- PRESENT:** Professor Michael Luger (Chairman)
- GOVERNORS**
- Mrs Margaret Berry, South Craven
  - Mr Martin Carr, Craven
  - Mr David Child, Bingley
  - Mrs Linda Dobson, Keighley East
  - Dr Tom Hollins, Doctors & Dentists
  - Mrs Madi Hoskin, All Other Staff
  - Cllr Wendy Hull, Craven District Council
  - Mr Peter Jackson, Rest of England
  - Mrs Christine Johnson, Skipton
  - Mrs Val Kimberley, West Craven
  - Mr Paul Maskell, West Craven
  - Mrs Anne Medley, Lead Governor
  - Mr David Pearson, South Craven
  - Mrs Pauline Sharp, Bradford Metropolitan District Council
  - Mr Jerry Stanford, Pendle East and Colne
  - Mrs Pat Taylor, Settle and Mid Craven
  - Mr Mike Yates, Registered Volunteers
- BOARD DIRECTORS**
- Miss Bridget Fletcher, Chief Executive
  - Mr Andrew Copley, Director of Finance
  - Ms Stacey Hunter, Director of Operations
  - Mr Karl Mainprize, Medical Director
  - Mr Nick Parker, Head of HR & Workforce
- 
- Mr Andrew Gold, Non-Executive Director
  - Mr Ronald Drake, Non-Executive Director
  - Professor Anne Gregory, Non-Executive Director
  - Ms Maggie Helliwell, Non-Executive Director
  - Mr Shazad Sarwar, Non-Executive Director
- IN ATTENDANCE:**
- Mrs Jane Downes, Company Secretary
  - Mr Ian Roberts, Auditor, PwC
  - Members of the public and staff
- APOLOGIES**
- Mr Peter Allen, Skipton
  - Mrs Rachel Binks, Nurses & Midwives
  - Mr John Bootland, Keighley Central
  - Mr Jeremy Cross, Non-Executive Director
  - Mr Ben Grange, Allied Health professionals & Scientists
  - Cllr Ken Hartley, Pendle Borough Council
  - Cllr Robert Heseltine, North Yorkshire County Council

Mrs Naz Kazmi, Voluntary Sector Keighley Voluntary Services  
Mr John Roberts, Worth Valley  
Mr Bryan Thompson, Ilkley  
Mrs Pat Thorpe, Bingley Rural

## **1. WELCOME**

Professor Michael Luger, Chairman welcomed everyone and set the context for the meeting and presentations.

## **2. COUNCIL OF GOVERNORS REPORT**

Mrs Anne Medley, Lead Governor presented the Membership Report and results of the election and appointments to the Council of Governors. In doing so she gave an overview of the work of the Council of Governors during the year and also the outcome of the 2016 elections in which three new Governors had been elected.

Of specific note during 2015/16 were the following highlights:

- Most successful hospital Open Day with over 700 people attending
- Member Events rated excellent by over 90% of attendees
- Member and Governor involvement in deciding future services via the Annual Planning process
- Governor support for the first district-wide young people's event held at Valley Parade, Bradford City FC

The Governors, along with the Membership Manager, also received a Team Pride of Airedale Award for their work during the Year, and were nominated for Team of the Year at the Annual Pride of Airedale Awards Event held in February.

Mrs Medley reported that membership of the Foundation Trust now stood at over 11,400 public members and confirmed that membership was representative of the local community. She illustrated this by giving a breakdown on membership by ethnicity, age and gender.

Mrs Medley then explained the methods by which Governors had been involved in a wide variety of member activities both inside and outside the hospital, for example; attending local neighbourhood forum meetings; becoming members of the local GP practices via Patient Participation Groups; and, recruiting new members. The feedback received from members supported the Trust in both its preparation of the Annual Plan and the Quality Account. Governors also supported the Trust's board meetings held in the community.

Mrs Medley explained how the Governors had fed back to members during the year eg via the member newsletter. In addition to this, she reported on the national training events attended by Governors and their continuing involvement in the hospital working groups and committees.

In terms of Governors fulfilling their formal governance role, Governors had during the past year; led the process of recruiting Non-Executive Directors, and post year-end successfully

appointed three Non-executive Directors; approved the remuneration fees paid to Non-Executive Directors; and, also played an active part in formulating the Annual Plan 2016/17.

Mrs Medley concluded her presentation by giving a forward look of Governor activities for the forthcoming year.

She finally thanked members and her fellow Governors for their support throughout the year and also for their attendance.

### **3. REVIEW OF 2015/16 AND FORWARD LOOK**

Miss Bridget Fletcher, Chief Executive presented a review of 2015/16 and a forward look to 2016/17.

Miss Fletcher emphasised the Foundation Trust's continuing focus on patient experience and the phrase '*Right Care*' in terms of doing the right thing for patients. In doing so, she made reference to the Boards' commitment to its approach to leadership of the organisation in which the following statement had been agreed as the Board's touchstone "*We overtly demonstrate by our actions and behaviours that we understand the impact of our decisions on patients*".

Referring to the key priorities for 2015/16, Miss Fletcher reported on progress against the following.

- Improving the patient experience and enhancing the patient environment;
- Prioritising care of the vulnerable, elderly patients with dementia and those with nutritional needs;
- Establishing new models of care;
- Focussing on prevention, further engaging with the community and empowering our patients;
- Strengthening quality and safety and enhancing clinical outcomes; and
- Delivering our financial plan, governance and access standards.

She then went on to explain in more detail the work the Trust had undertaken in the following areas:

- Improving patient experience and staff engagement through for example the upgrading of the consultant led care facilities in maternity, introducing a new hospital signage system and celebrating staff achievements by holding the Annual Pride of Airedale Awards.
- Prioritising care of our vulnerable and elderly patients with dementia and those with nutritional needs, through launching a food and drink strategy, supporting carers staying with patients in hospital with dementia and investing in a new digital telehub facility providing telecare to vulnerable and elderly patients.
- Focussing on prevention, further engaging with our community and empowering our patients to self-care, for example more patients taking part in clinical trials, testing of skype services for outpatient appointments and our Board receiving patient stories throughout the year;
- Strengthening quality, safety and enhancing clinical outcomes for example investing in Consultant appointments supporting clinical care, investing in a £400,000 major

refurbishment of Pathology, and finally receiving the accolade by CHKS of being named one of the top 40 hospitals in England and in the top 5 for patient safety. .

Miss Fletcher gave an overview of the 2015/16 regulatory achievement, which Monitor had rated as 'green' for governance and a financial risk rating of 3 at the year end.

Miss Fletcher explained the challenges facing the Trust in terms of growing demand for services and meeting the needs of a growing ageing population and doing more with less resources; set against emerging workforce issues in relation to scarcity of doctors and skilled nurses, system resilience and nursing home closures. Miss Fletcher said the Trust's Right Care Strategy remained appropriate and explained how the Trust was supporting the organisations' staff to deliver the vision through the People Plan.

The key themes and objectives of the Annual Plan 2016/17 were described including:

- A nursing and midwifery strategy to be designed with staff;
- Developing skill sharing and joint roles to support the provision of an integrated approach;
- Further developing and deploying Advanced Practitioner roles in nursing, therapies and midwifery;
- Repeating the successful nurse international recruitment programme;
- Rolling out our Telemedicine service to more care homes;
- Delivering on our CQC action plan; and
- Working with GPs and other providers to develop new models of care for our population.

Miss Fletcher's final comments were to thank patients for choosing Airedale, staff for their dedication, commitment and professionalism, volunteers who provide support, members and Governors for their continued support and encouragement; and partners who work with the Trust to deliver for the local community.

#### **4. REPORT OF THE AUDITOR**

Mr Ian Roberts, Auditor, PricewaterhouseCoopers, presented the Report of the Auditor and the findings of their 2015/16 external audit work. He explained the context of the audit and financial performance of the foundation trust stating that the NHS is facing unprecedented challenges with the sector facing deficits not seen before.

Mr Roberts drew the member's attention to the overall view of the audit findings and explained the relevance of each of the areas reported on. The 2015/16 Financial Statement Audit findings had concluded with an 'unqualified' audit opinion on the financial Annual Report and Accounts with no issues noted. He explained that all deadlines had been met and in terms of the arrangements for economy, efficiency and effectiveness and the Annual Governance Statement, no issues had arisen or been raised. Mr Roberts also confirmed there had been no material unadjusted errors in the final accounts with no items requiring public disclosure. PwC had also confirmed satisfaction with the Trust's provision levels and the 'going concern' statement.

Mr Roberts then presented an overview of the Quality Account 2015/16, which had received a 'clean' audit opinion with no issues raised in relation to the local indicator and mandated performance indicators.

## **5. ANNUAL REPORT AND ACCOUNTS 2015/16**

Mr Andrew Copley, Director of Finance presented the financial results for the year end 31 March 2016. He reported the Trust's year end position showed an improved final outturn of £(950)k excluding the technical adjustment for asset impairment of £(1,511)k. He also reported was the Trusts cash balance as at year end of £11.6m.

Mr Copley explained the process by which Airedale received its income from a commissioning perspective and also a breakdown of expenditure by geographical area including an analysis of expenditure by department. The major areas of capital expenditure during 2015/16 were also presented. Of note was the expenditure on ward upgrades, new hospital signage, information technology and medical equipment.

Mr Copley concluded by describing the financial outlook for 2016/17, the financial challenges facing the Trust, including the requirement to meet the Trust's Control Total, and the Board's commitment to delivering efficiency improvements to ensure the long term sustainability of the Trust.

## **6. QUALITY ACCOUNT 2015/16**

Mr Karl Mainprize, Medical Director presented the Quality Account 2015/16, and in doing so outlined the priorities for improvement focussed on patient experience, patient safety and clinical effectiveness. He then gave examples of the improvements in each of the priority areas:

- Patient Experience - improving people's experience of care in the last few days and hours of life; 7 day Clinical Nurse Specialist service and partnership working with Sue Ryder Manorlands Hospice; training programmes targeted at staff groups and Gold Standard Framework accreditation for Wards 6 and 9.
- Patient Safety – management of pressure ulcers via introduction of a tissue viability service model with local healthcare partners, skin care pathway in residential homes and initiatives such as 'Nutrition November' and 'Pressure Ulcer Day'.
- Clinical Effectiveness – management of sepsis via focussing training and emergency scenarios for nursing and medical staff and participation in national sepsis study.

Mr Mainprize presented a number of national quality indicators for showing Airedale's performance benchmarked against other acute hospitals. He also highlighted Airedale's good performance against the SHMI indicator, C-Difficile infection rates and elements of the CQC Inpatient Survey and CQC Staff Survey.

Mr Mainprize referred to the feedback summaries given by the Airedale Wharfedale Craven CCG, East Lancashire CCG and Healthwatch Lancashire in relation to the Quality Account, together with other feedback received and highlighted the hospitals strength as well as the

challenges that had been commented on. He concluded his presentation by showing the quality priorities for 2016/17:

- Patient Experience – improving the quality of life for people in the last days of life in hospital;
- Patient Safety – management of pressure area care; and
- Clinical Effectiveness – management of sepsis.

## **7. QUESTIONS FROM MEMBERS**

The Chairman thanked all the speakers for their presentations and invited questions from Members and Governors.

One question was asked regarding the Trust's approach to reversing the privatisation of the NHS. Miss Fletcher responded that the public had a choice of where they would like to be treated. In practice however the length of the waiting list is a key factor and therefore the challenge remained with hospitals to reduce waiting times in order to influence patient choice.

## **8. RESOLUTIONS**

As there were no further questions or comments the Chairman put the following resolutions to the meeting which were duly voted on and passed.

### **RESOLUTION ONE**

To receive the Foundation Trust's Annual Report and Accounts and Report of the Auditor for the year ended 31 March 2016.

### **RESOLUTION TWO**

To receive the Membership Report and results of the elections and appointments to the Council of Governors.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed.

**MEETING OF THE COUNCIL OF GOVERNORS  
HELD AT 16:00 HOURS ON THURSDAY 28 JULY 2016  
IN THE SEMINAR ROOM, AIREDALE GENERAL HOSPITAL, SKIPTON ROAD, STEETON,  
KEIGHLEY**

**PRESENT:**

Professor Michael Luger, Chairman (Chair)  
Mr Peter Allen, Public Governor, Skipton  
Mr Peter Beaumont, Public Governor, Wharfedale  
Mrs Margaret Berry, Public Governor,  
Mrs Rachel Binks, Staff Governor, Nurses and Midwives  
Mr John Bootland, Public Governor, Keighley Central  
Mr Martin Carr, Public Governor  
Mr David Child, Public Governor, Bingley  
Mrs Linda Dobson, Public Governor, Keighley East  
Dr Tom Hollins, Staff Governor, Doctors and Dentists  
Mrs Christine Johnson, Public Governor, Skipton  
Mrs Wendy Hull, Stakeholder Governor, Craven District Council  
Mr Peter Jackson, Public Governor, Rest of England  
Mrs Naz Kazmi, Keighley Voluntary Services  
Mrs Val Kimberley, Public Governor, West Craven  
Mr Paul Maskell, Public Governor, West Craven  
Mrs Anne Medley, Public Governor, Keighley West (Lead Governor)  
Mr David Pearson, Public Governor, South Craven  
Mrs Pauline Sharp, Bradford Metropolitan District Council  
Mr Jerry Stanford, Pendle East and Colne  
Ms Pat Taylor, Public Governor, Settle and Mid Craven  
Mr Bryan Thompson, Public Governor, Ilkley  
Mr Mike Yates, Staff Governor, Registered Volunteers

**IN ATTENDANCE:**

Ms Jill Asbury, Interim Director of Nursing  
Ms Helen Bourner, Director of Strategy and Partnerships  
Mr Andrew Copley, Director of Finance  
Mrs Jane Downes, Company Secretary  
Mr Ronald Drake, Non-Executive Director  
Miss Bridget Fletcher, Chief Executive  
Professor Anne Gregory, Non-Executive Director  
Ms Stacey Hunter, Director of Operations  
Ms Katie Lister, Communications Manager  
Mr Karl Mainprize, Medical Director  
Mrs Fiona Page, Membership Manager  
Mr Shazad Sarwar, Non-Executive Director

**APOLOGIES FOR ABSENCE:**

Mr Jeremy Cross, Non-Executive Director  
Mr Rob Dearden, Director of Nursing  
Cllr Ken Hartley, Pendle Borough Council  
Cllr Robert Heseltine, Stakeholder Governor, North Yorkshire CC  
Mr John Roberts, Public Governor, Worth Valley  
Mrs Pat Thorpe, Bingley, Public Governor, Bingley Rural

**34/16 OPENING MATTERS**

The Chairman welcomed the new Governors, Mrs Margaret Berry and Mr Martin Carr, to their first Council of Governor's meeting. The other new Governor, Mr Ben Grange, whilst not present, was also welcomed.

The Chairman also welcomed the newly appointed Non-Executive Directors - Mr Andrew Gold and Ms Maggie Helliwell to their first Council meeting.

The Chairman said this would be Mr Ronald Drake's last meeting before his retirement on 31 July 2016. On behalf of the Governors he thanked Mr Drake for his commitment and hard work for the Trust and with Governors during his tenure as a Non-Executive Director.

The Chairman introduced Ms Jill Asbury who was acting Director of Nursing during Mr Rob Dearden's absence.

**35/16 DECLARATION OF INTERESTS**

There were no declarations of interest.

**36/16 MEMBERS QUESTIONS**

A member's question had been received asking for the Board to comment on the lack of available car parking spaces during the day for patients and visitors.

Stacey Hunter, Chief Operating Officer, responded on behalf of the Board. She gave a position update on the plans to improve the car parking provision at the hospital site. She explained the plans to increase the number of car parking spaces by 50 to 60 spaces and relocate the disabled parking to the main entrance thereby creating an easy access point to the main hospital building. As part of the parking reconfiguration the Trust would also be looking to change the charging mechanism. She said the Trust had been seeking a partner to undertake the works with the intention of completing the upgrade during the current financial year.

At the Governor's request a press release would be issued and progress update included in the next Member's Newsletter.

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**37/16 MINUTES OF THE COUNCIL OF GOVERNORS MEETING HELD ON 5 MAY 2016**

The minutes of the Council of Governor's meeting held on 5 May 2016 were approved as a correct record.

**38/16 MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA****i) Quality Account – pressure ulcers (minute ref 22/16)**

Karl Mainprize confirmed that the figure relating to the number of pressure ulcers in Quarter 2 was correct.

**ii) Presentation by Jeremy Cross (minute ref 23/16)**

In relation to the previous discussion around the impact of the care home closures,

the Chairman said he was taking forward discussions with the Chief Executive.

## **39/16 CHIEF EXECUTIVE'S REPORT**

In presenting the Chief Executive's Report, Bridget Fletcher referred to the number of announcements, developments and consultations during Quarter 1. She drew the Council's attention to the following key documents:

### **National Developments**

- Care Quality Commission Five Year Strategy 2016 to 2021
- Nursing, Midwifery and Care Staff Strategy
- NHS England Workforce Race Equality Standard 2015 Analysis

Bridget Fletcher also gave a brief outline of the following:

- National Tariff 2017/18
- NHS Provider performance year ended 31 March 2016
- NHS England suspension of financial sanctions for missed waiting time targets
- NHS England lifting of the ban on merging of Clinical Commissioning Groups

### **Local Health Economy Developments**

Bridget Fletcher said the Trust was continuing to work with local partners to agree the local Sustainability and Transformation Plan ('STP') for Bradford and Craven, which will inform the West Yorkshire STP, and ensure the Bradford and Airedale, Wharfedale, Craven Digital Road Map is reflected in the region's wider plans. She reported that the aim of the STP would be to bring forward a balanced position for the whole of the patch. Bridget Fletcher outlined the timeline in which the acute providers had in which to submit the STP and reassured Governors that the Trust was in a position of influence. She added that the impact of the changes would affect how services will be run across the West Yorkshire sector.

Wendy Hull asked if this would be the same as place-based commissioning. Miss Fletcher said it would be a mixture of place-based commission plus ensuring financial sustainability. The aim would be to secure high quality services for the local community.

A number of Governors asked for clarification of how the finances would be apportioned across the patch; how it would affect the relationship across East Lancashire; and, the Governor's role in the reconfiguration. Miss Fletcher responded that events were moving quickly and Governors would be kept informed of developments.

### **Airedale Updates**

Bridget Fletcher reported on the Dementia Awareness Week 16 to 20 May in which Airedale had participated.

Also reported on was the Care Quality Commission Quality Report received earlier in the month for factual accuracy checking.

The following reports appended to the Chief Executive's Report were received and noted.

### **Finance and Performance Report**

Bridget Fletcher reported that following analysis of the Trust's Quarter 4 submission, Monitor had confirmed the Trust's current ratings as 3 for continuity of services risk rating and Green for governance.

Governors were asked to note the NHS Improvement Risk Assessment Framework Quarter 1 rating for service performance to date was Amber due to the A&E 4 hour standard being at 93.5% as at April. All other standards were achieved or were within the minimum limits.

### **Quality Account**

Governors were asked to note the Quarter 4 Quality Account.

Pauline Sharpe asked for assurance that the Trust would continue to focus on the 'hard to reach' communities. Karl Mainprize said this remained a priority.

In response to a question from Bryan Thompson, Bridget Fletcher explained that insurance claims against the Trust were paid by the NHS Litigation Authority.

### **Annual Plan 2016/17**

Bridget Fletcher confirmed the final Business Plan for 2016/17 had been submitted to Monitor on 18 April 2016, a copy of which had been appended to the Chief Executive's Report.

The Chief Executive's Report was received and noted.

## **40/16 CHAIRMAN'S REPORT**

In presenting his report, the Chairman informed Governors of his activities during Quarter 1 and in particular the focus on networking with Bradford District Care Foundation Trust, NHS England and Bradford MDC.

The Chairman referred to the patient stories presented to the Board during Quarter 1 and at the July Board meeting in which two of the Trust's internally recruited nurses had attended to talk about their experiences since joining Airedale. The Board had stressed the importance of recruiting skilled workers and would be looking to recruit again from overseas in 2016.

## **41/16 PRESENTATION – TECHNOLOGY AND INNOVATION**

Michael Luger, Non-Executive Chairman gave a presentation on '*accelerating Airedale's efforts to create a new approach to health care delivery through technology*'.

The presentation focussed on the following areas:

- The current NHS architecture
- Future sustainability of the NHS on current configuration
- Health care in the future – reference was made to '*The Digital Doctor*' by Robert Wachter
- Innovation providing the medium in which to change
- Examples of Airedale's technological innovation eg electronic patient record, e-prescribing and medicines management, and telemedicine

Michael Luger demonstrated an on-line patient health system showing how innovation can support self-care management. The value of empowering the patient to manage their health was the key message from the demonstration. The discussion focussed on telemedicine, its accessibility and pace of roll-out.

## **42/16 PRESENTATION – SUCCESSION PLANNING AND PEOPLE PLAN**

Professor Anne Gregory, Non-Executive Director gave a presentation focussing on the work of the Board Appointments, Remuneration and Terms of Service Committee ('BART') and Executive Director succession planning.

Anne Gregory opened the presentation by asking Governors their thoughts on the current average tenure of Chief Executive's within the NHS and the vacancy levels for other Executive Director posts. She reminded Governors that the Board had a full complement of Executive Directors, adding that it was the function of BART to ensure that executive succession is planned and robust.

Anne Gregory referred to the Terms of Reference for BART and its recent focus on Executive Director roles and portfolios, and securing executives and their deputies. She outlined the future challenges facing the leadership of the Trust stating that whilst churn at senior manager level was good it should not inhibit the performance of the organisation. BART therefore was cognisant of the recruitment pool and the external market.

Anne Gregory explained the governance arrangements for the committee including membership, managing conflicts, appointments process, appraisals and objective setting process.

Wendy Hull asked what arrangements were in place to share information relating to executive recruitment and whether the Trust had considered secondments to promote self-learning. Bridget Fletcher referred to the NHS Leadership Academy and the role it played in recruiting future NHS leaders. Nick Parker, Head of HR and Workforce added that the NHS Leadership Academy were currently looking at extending this to include a talent management scheme.

## **43/16 APPOINTMENTS AND REMUNERATION COMMITTEE ('ARC') REPORT**

The Chairman reported that since the previous meeting, the ARC had focussed their activities on the following matters:

- Holding Non-Executive Directors to account via the appraisal and objective setting process;
- Carried out the annual review of the role description of the Chair and Non-Executive Director roles, and
- Reflected on the recruitment process for the appointed Non-Executive Directors.

The Council of Governors received and noted the update report from the ARC and approved the role description for the Chair and Non-Executive Directors.

## **44/16 COMPANY SECRETARY'S REPORT**

The Company Secretary's Report was taken as read and the following key points noted.

### **2016 Elections Report**

The 2016 Elections Report was received and noted. Expressions of interest from Staff Governors to join the Appointments and Remuneration Committee were invited. Governors were asked to contact the Company Secretary by 12 August 2016.

### **Appointment of Governors to Working Groups**

It was noted that Peter Beaumont and Linda Dobson had joined the Patient Environment Action Group.

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

The Company Secretary reported that the annual appointments of Lead Governor and Deputy Lead Governor would conclude in October. No change to the election process was proposed and Governors duly noted the nominations process.

A revised role description for the Lead Governor was proposed reflecting the current arrangements. A discussion was held regarding the narrative relating to the Lead Governor providing leadership and support to Governors. Following a full discussion it was agreed to convene an Extraordinary Council of Governors meeting to agree the role description for the Lead Governor. The Company Secretary would notify the Council of the date and time of the meeting.

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Governors received and noted the following information.

- Airedale Hospital Open Day – 17 August 2016
- Non-Executive Directors Activity Reports for April to June 2016
- Council of Governors Forward Plan

### **45/16 COMMITTEE AND GROUP SELECTION PROCESS**

The paper presented by the Company Secretary explained the proposed changes to the committee and group selection process, which had been revised in response to, and with, Governor input.

The Council of Governors approved the revised process noting that the selection process would commence on 1 August and conclude on 31 August.

### **46/16 GOVERNOR'S COMMITTEE AND WORKING GROUP REPORT**

The briefings on the activities of Governors from their respective committees/working groups were received and noted.

Chris Johnson reported that the Equality and Diversity Steering Group meeting had been cancelled.

### **47/16 VOLUNTEERS ANNUAL REPORT 2015/16**

The Volunteers Annual Report 2015/16 was received and noted. The Chairman thanked Mike Yates on behalf of the volunteers for their contribution to the Trust.

### **48/16 ANY OTHER BUSINESS**

No other items of business were raised.

### **49/16 REVIEW AND CLOSE OF MEETING**

The quarterly Council of Governors meeting would be held at 4.00pm on Thursday 27 October 2016 in the Seminar Room, Airedale Hospital.

The date and time of the Extraordinary Council of Governors meeting would be confirmed in due course.

There being no further business, the meeting was declared closed.

**MEETING OF THE COUNCIL OF GOVERNORS  
HELD AT 16:00 HOURS ON MONDAY 22 AUGUST 2016  
IN THE LOUNGE, AIREDALE GENERAL HOSPITAL, SKIPTON ROAD, STEETON,  
KEIGHLEY**

**PRESENT:**

Professor Michael Luger, Chairman (Chair)  
Mrs Rachel Binks, Staff Governor, Nurses and Midwives  
Mr John Bootland, Public Governor, Keighley Central  
Mr Martin Carr, Public Governor, Craven  
Mr David Child, Public Governor, Bingley  
Mrs Linda Dobson, Public Governor, Keighley East  
Cllr Robert Heseltine, Stakeholder Governor, North Yorkshire CC  
Mrs Madi Hoskin, Staff Governor, All Other Staff  
Mr Peter Jackson, Public Governor, Rest of England  
Mrs Christine Johnson, Public Governor, Skipton  
Mrs Naz Kazmi, Keighley Voluntary Services  
Mrs Val Kimberley, Public Governor, West Craven  
Mr Paul Maskell, Public Governor, West Craven  
Mrs Anne Medley, Public Governor, Keighley West (Lead Governor)  
Mr David Pearson, Public Governor, South Craven  
Mrs Pauline Sharp, Bradford Metropolitan District Council  
Mr Jerry Stanford, Pendle East and Colne  
Mrs Pat Thorpe, Bingley, Public Governor, Bingley Rural

**IN ATTENDANCE:**

Mrs Jane Downes, Company Secretary  
Mrs Fiona Page, Membership Manager

**APOLOGIES FOR ABSENCE:**

Mr Peter Allen, Public Governor, Skipton  
Mrs Margaret Berry, Public Governor, South Craven  
Dr Tom Hollins, Staff Governor, Doctors and Dentists  
Mr John Roberts, Public Governor, Worth Valley  
Ms Pat Taylor, Public Governor, Settle and Mid Craven  
Mr Bryan Thompson, Public Governor, Ilkley  
Mr Mike Yates, Staff Governor, Registered Volunteers

**ACTION****50/16 DECLARATION OF INTERESTS**

There were no declarations of interests.

**51/16 APPOINTMENT OF LEAD GOVERNOR AND DEPUTY LEAD GOVERNOR**

The Chairman reminded Governors of the discussion held at the Council of Governor's meeting on 28 July 2016 regarding the role description of the Lead Governor. A number of views had been expressed with no consensus reached on the wording of the Lead Governor role description.

Accordingly, an Extraordinary Council of Governor's meeting had been called to discuss and agree the role description.

The Chairman said the role of the Lead Governor was one for the Trust to determine on the proviso the Lead Governor fulfilled the duties as set out in the Monitor Code of Governance. The intention of updating the role description was to ensure that the expectations of the role were known to all Governors by reflecting current practice.

Following a detailed discussion in which a number of drafting changes were suggested, the role description of the Lead Governor was approved.

The Company Secretary would circulate the revised role description to all **Co Sec** Governors together with the updated election timetable.

**52/16 REVIEW AND CLOSE OF MEETING**

There being no further business, the Chairman declared the meeting closed.

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