

Report to:	Board of Directors				
Date of Meeting:	25 th January 2017				
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: Board Work Programme 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. Reporting Requirements – Annual Report and Accounts NHS Improvement has published its consultation on the NHS Foundation Trust Annual Reporting Manual 2016/17 in which a number of significant changes are proposed. The main changes include:</p> <ul style="list-style-type: none"> ○ The format of the regulatory disclosures will be updated to reflect the NHS Improvements 'Single Oversight Framework. ○ The reporting requirements relevant to quality reports will be combined in to one reporting manual and will be published earlier than was the case in 2015/16. ○ Providers will be required to include a Sustainable Development Plan in their annual reports. <p>The proposed requirements are to be reflected in the Annual Report and Accounts for the year ended 31 March 2017.</p> <p>2. Airedale NHS FT Charitable Funds Report During November and December 2016, the charity received donations and legacies of over £25k, including £8k from Sovereign Health Care split between the Sovereign Health Care Training Fund and the Sovereign Health Care Equipment Fund.</p> <p>During this period the charity spent over £31k including the following items of note:</p> <ul style="list-style-type: none"> ○ Three I-pod Touch for patient use in Theatres; and ○ A passive/active exercise machine from the Clemontson Legacy (Physiotherapy) Fund <p>3. Board Work Programme 2017 The Board Work Programme 2017 is attached for Board review (see appendix 1).</p> <p>4. Board Action Log The Board action log is attached for Board review (see appendix 2).</p>

Recommendations

- (i) To receive and note information regarding the consultation on the reporting requirements for the Annual Report and Accounts 2016/17;
- (ii) To note the Airedale NHST FT Charitable Funds income and expenditure report for November and December 2016 and record thanks on behalf of the corporate trustee for donations to Airedale NHSFT Charitable Funds;
- (iii) To review the Board Work Programme; and
- (iv) To review the Board action log and delete those items deemed completed.

Board of Directors - 2017 Work Programme

Agenda Item	Jan 25 th	Feb (no mtg)	March 29 th	April 26 th	May 31 st	June 28 th	July 26 th	Aug (no mtg)	Sept 27 th	Oct 25 th	Nov 29 th	Dec (no mtg)
Strategy												
Annual Plan 2017/18 to 2018/19 – review		16 th										
Board Strategy Meetings		16 th					12 th				15 th	
Business Development Report	X			X			X			X		
Finance												
NHSI Board Assurance Statement	X	16 th		X			X			X		
Quality and Safety												
Quarterly Quality Report			X			X			X			X
Nursing recruitment trend analysis	X			X			X			X		
Guardian of Safe Working Report				X			X			X		
Performance												
Right Care Programme Report	X			X			X			X		
Operational												
Winter Plan (draft and Final)							X		X			
Governance / Regulatory												
Standing Orders, SFIs – annual review					X							
CQC Self Assessment Declaration ?				X								
Board Assurance Framework/Risk register	X			X			X			X		
Annual review of governance arrangements			X									
Corporate management structure - BART A/R					X							
Attendance log, register of interests				X								
Standing Agenda Items												
Chief Executive's Report	X		X	X	X	X	X		X	X	X	
Chairman's Briefing	X		X	X	X	X	X		X	X	X	
Finance & Performance Report	X		X	X	X	X	X		X	X	X	
Quality Improvement Report & Mortality Report	X		X	X	X	X	X		X	X	X	
SIRI Position Statement	X		X	X	X	X	X		X	X	X	
Nursing & Midwifery Report	X		X	X	X	X	X		X	X	X	
Patient Story	X		X	X	X	X	X		X	X	X	
Integrated Governance Dashboards	X		X	X	X	X	X		X	X	X	
Company Secretary's Report	X		X	X	X	X	X		X	X	X	

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Annual Reports												
Annual Staff Survey Report				X								
Annual Risk Management Report						X						
Annual H& S/Emergency Planning Report						X						
Annual Report - Complaints						X						
Annual Report – E&D							X					
Annual Report - Volunteers							X					
Annual Report - Safeguarding							X					
Annual Report – R&D							X					
Annual Report – Health & Safety							X					
Annual Report - EPRR							X					
Annual Report – Infection Control							X					
Annual Revalidation Report							X					
I G Annual Toolkit Report					X							
Annual National Inpatient Survey						X						
Annual National Cancer Patient Survey										X		
Annual Staff Survey Report				X								
Annual Audit Plan – Approval					X							
Clinical Audit Plan – Approval					X							
Annual Report of the Audit Committee and Statement on Internal Effectiveness					X							
Annual Audit Letter					X							
Annual Appraisal/objectives – CE							X					
Annual Report and Accounts – draft				X								
Annual Reports and Accounts – approval					X							
Quality Accounts – draft				X								
Quality Accounts – approval					X							
Charitable Funds Annual Report and Annual Governance Statement							X					
Annual Work Programme	X								X			
Policy Register			X				X				X	

AIREDALE FORMAL BOARD ACTION LIST Closed

PUBLIC

Ref Item	Action	Responsible	Deadline / Board Date	Status / Comments
From 24 June 2015 Meeting				
176/15	Review complaints department accessibility	Ms Asbury	KIV	
From 27 April 2016 Meeting				
75/16(ii)	Performance report – 62 day cancer standard Ms Hunter agreed to bring an explanatory paper to a future Board meeting once the Cancer Network had agreed how it will take forward the required changes.	Ms Hunter	KIV	
From 25 May 2016 Meeting				
86/16	Invite Paul Bavistock Director Comms at NHS Digital to a Board strategy session	Exec Directors	KIV	
From 28 September 2016 Meeting				
161/16	The Sodexo Manager to be invited to a future Board meeting to present a progress update report on food choice and quality temperature	Jane Downes	29 March 2017	
From 30 November 2016 Meeting				
201/16	Ms Bourner to produce a schematic for the Board which shows all the collaboration initiatives and how they link together.	Ms Bourner	25 January 2017	
206/16	Professor Gregory asked for additional information to demonstrate that the Trust had reviewed the NICE guidance and that the Trust was at as full compliance as it could achieve.	Mr Mainprize	25 January 2017	
208/16	A progress report on the increase in sickness level to be presented at January Board meeting.	Mr Parker	25 January 2017	