

Non-Executive Directors – Activity Reports

NAME: Jeremy Cross
PERIOD: 1 October 2016 – 31 December 2016

DATE	ACTIVITY
4.10.16	NED only meeting with Chairman
	Meeting with Helen Kelly re Care Quality Commission (CQC) standards
5.10.16	Meeting with Jane Downes – various subjects
	Charity sub committee
13.10.16	Meet new external auditors for introduction
	Charity fundraising sub committee meeting
17.10.16	Audit Committee
	CQC sub committee
26.10.16	Board meeting
27.10.16	Council of Governors meeting
7.11.16	Internal audit tender meeting – consideration as to how to appoint
16.11.16	Board strategy day
21.11.16	CQC sub committee
	Meeting with lawyers re annual plan submission
30.11.16	Board meeting
7.12.16	Meeting with Graham Beck re procurement strategy
	Board to Council
	NED and Chairman meeting
19.12.16	Private board meeting re annual plan

NAME: Andrew Gold
PERIOD: 1 October 2016 – 31 December 2016

DATE	ACTIVITY
04.10.16	NEDs only meeting at Airedale
17.10.16	Audit Committee meeting and Appointments Advisory Committee at Airedale
25.10.16	Healthcare Financial Management Association (HFMA) course “The NHS Operating Game” all day in London
26.10.16	Public and private Board meetings at Airedale
27.10.16	Governors meeting at Airedale
03.11.16	NHS Improvement (NHSI) course “Delivering an effective Unitary Board” half day in Leeds
04.11.16	NHSI event for all Foundation Trust CEOs & Chairs (as Michael Luger unavailable) half day in Leeds
07.11.16	Meeting Karl Mainprize followed by internal audit tender meeting - both at Airedale
10.11.16	Patient Safety Walkround - Ward 5 at Airedale
16.11.16	Board strategy meeting at Airedale
17.11.16	Meeting with Helen Kelly re risk followed by attendance at 25 year long service service lunch - both at Airedale
21.11.16	Meeting re annual plan submission with Beechcroft at Airedale
22.11.16	NHS Providers NED network meeting half day in Leeds

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24.11.16	HFMA "Audit Conference- Governance in Challenging Times" all day in London
30.11.16	NEDs Pre-Board meeting at Airedale
30.11.16	Public and private Board meetings at Airedale
30.11.16	Meeting Jill Asbury at Airedale
01.12.16	Patient Safety Walkround at Skipton Community Hospital
07.12.16	Board to Council of Governors meeting at Airedale followed by NEDs only meeting
15.12.16	Patient Safety Walkround Cath Lab at Airedale
19.12.16	Board meeting to approve annual plan at Airedale
19.12.16	Follow up meeting with Helen Kelly re risk identification and management

NAME: Anne Gregory
PERIOD: 1 October 2016 – 31 December 2016

DATE	ACTIVITY
3.10.16	Clinical Specialty Assurance Committee Review meeting
4.10.16	Induction meeting with Lynn McCracken
	NEDs Strategy half day
19.10.16	Governor's Buddy Group
26.10.16	Board meeting
16.11.16	Board Appointments, Remuneration and Terms of Service Committee
	Board Strategy Away day
30.11.16	Board meeting
7.12.16	Clinical Specialty Assurance Committee meeting
	Council of Governors
	NEDs Informal meeting
19.12.16	Board Meeting
22.12.16	Safer Patient Initiative Walkround Neo-Natal Unit

NAME: Maggie Helliwell
PERIOD: 1 October 2016 – 31 December 2016

DATE	ACTIVITY
03 10 16	CSAC Review meeting
04 10 16	NEDs Meeting
10 10 16	SPI walk round Pharmacy
17 10 16	Meeting with Nick Parker re Clinical Excellence Awards
	CQC Assurance Committee
19 10 16	Meeting with Sarah Shepherd
	The Art of Being Brilliant Lecture
26 10 16	Pre Board NED Meeting
	ANHST Board of Directors Meeting
	IT Training
27 10 16	Council of Governors
10 11 16 to 20 11 16	Annual Leave Though I did not attend Board Strategy Meeting I did provide input in advance
21 11 16	CQC Assurance Committee
30 11 16	Pre Board NEDs Meeting

	Board of Directors Meeting
06 12 16	Mandatory Training
07 12 16	CSAC
	Board of Directors to Council of Governors
	NEDs meeting
12 12 16	Attended NHS Improvement workshop in Birmingham 'from Requires Improvement to Good'
14 12 16	Resuscitation Committee
19 12 16	Private Board of Directors Meeting
	meeting with Sarah Shepherd

NAME: Michael Luger
PERIOD: 1 October 2016 – 31 December 2016

DATE	ACTIVITY
04.10.16	Non-Executive Directors' (NED) meeting Constitution Review Task & Finish Group Meeting with new Lead Governor and Deputy Lead Governor
05.10.16	1:1 with Chief Executive NHS Improvement North Chairs networking event (Leeds)
07.10.16	Meeting with Cllr Vanda Greenwood, Bradford Metropolitan District Council (Shipley)
11.10.16	Speaker at Right Care New Leaders, Steeton Meeting with Director of Strategy & Partnerships Meeting with Andrew Haigh, Chairman, Calderdale & Huddersfield NHS Trust (Huddersfield)
13.10.16	Charity Fundraising Steering Group Board and Council of Governors agenda setting meetings 1:1s with Chief Executive and Company Secretary Governor Network Meeting
14.10.16	Meeting with Helen Hirst, Chief Officer, Airedale Wharfedale & Craven, Bradford City & Districts Clinical Commissioning Groups
17 – 21 October	<i>Annual leave</i>
26.10.16	1:1 with Chief Executive NED pre-board meeting Board of Directors' meeting Telephone call with Chairman, Leeds Teaching Hospitals NHS Trust
27.10.16	West Yorkshire Association of Acute Trusts (WYAAT) Chair & Chief Executive meeting (Leeds) Council of Governors' meeting
31.10.16	1:1 with Chief Executive Hosted visit by the Yorkshire Society
01.11.16	Telephone call with Governor
2–11 November	<i>Annual leave</i>
15.11.16	NHS Improvement Chair's Advisory Partnership Meeting (London)
16.11.16	Board Appointments, Remuneration and Terms of Service meeting Board Strategy Day 1:1 with Chief Executive

	Board agenda setting meeting
17.11.16	Long service awards event Meeting with 3 Governors Constitution Review Task and Finish Group Governor Network Meeting
23.11.16	Telephone call with Ipsos Mori 1:1s with Chief Executive and Company Secretary Meeting with Robert Bellfield, Principal, Craven College Telephone call with Chairman, Leeds Teaching Hospitals NHS Trust
24.11.16	Meetings with Executive Directors re board reports
28.11.16	North Yorkshire & Humber Chairs meeting (Harrogate)
29.11.16	Meeting with Peter Wyman, Chairman, Care Quality Commission (London)
30.11.16	NED pre-board meeting Board of Directors' meeting
01.12.16	1:1 with Chief Executive Judging of Christmas card competition Meeting with Governor and Bradford Council Meeting with Governor Governor Network Meeting
06.12.16	Telephone call with Bill McCarthy, Chairman, Bradford Teaching Hospitals NHS Trust
07.12.16	Telephone call with Company Secretary & WYAAT Programme Director Constitution Review Task & Finish Group Board to Council meeting NED meeting 1:1 with Chief Executive Innovation Planning meeting with Chief Executive, Director of Partnerships & Strategy & Deputy Director of Strategy & Business Development
08.12.16	Safer Patient Initiative walkround to Ward 7 Meeting with Bridget Fletcher and Helen Hirst, Chief Officer, Airedale Wharfedale & Craven, Bradford City & Districts CCGs
12.12.16	WYAAT Chairs' & Chief Executives' Meeting (Leeds)
19.12.16	Meeting with NED Private Board of Directors' meeting
22.12.16	1:1 with Chief Executive Safer Patient Initiative walkround to Neonatal Unit

NAME: Lynn McCracken
PERIOD: 1 October 2016 – 31 December 2016

DATE	ACTIVITY
04.10.16	Induction meetings with Ann Gregory & Andrew Gold
04.10.16	NED meeting
04.10.16	Constitutional Task & Finish Group
26.10.16	Pre-board NED meeting
26.10.16	Board meeting
16.11.16	Board Appointments, Remuneration and Terms of Service meeting
16.11.16	Strategy Day

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17.11.16	Constitutional Task and Finish Group
17.11.16	Induction meeting with Stacey Hunter
21.11.16	Meeting – Board / Beachcrofts
30.11.16	Pre-board NED meeting
30.11.16	Board meeting
30.11.16	Attended Rapid Improvement Event Ward 1
07.12.16	Constitutional Task & Finish Group
07.12.16	Board to Council meeting
07.12.16	NED get together
19.12.16	Board meeting
30.12.16	Reviewing Trust legal documentation

NAME: Shazad Sarwar
PERIOD: 1 October 2016 – 31 December 2016

DATE	ACTIVITY
3 rd October	CSAC Review Meeting
4 th October	NEDS Informal Meeting
17 th October	Deputising for Chairman until 21 st October 2017
	Audit Committee
	CQC Inspection Board Assurance Committee
19 th October	Briefing with Stacey – re A&E Delivery Board Briefing for Yorkshire Chairs Meeting
20 th October	1:1 with Bridget Fletcher – Acting Chairman Update
	Deputising for Chairman: Yorkshire Chairs Meeting in Leeds
26 th October	NED Pre-Board Meeting
	Airedale NHS FT Board Meeting
27 th October	Council of Governors
2 nd November	Meeting with Clinical Directors and Bridget Fletcher re: Clinical Leadership Structure
10 th November	1:1 with Bridget Fletcher – Acting Chairman Update
15 th November	NHS Improvement – Delivering Transformational Change - Birmingham
16 th November	Board Strategy Day
21 st November	CQC Board Assurance Committee
30 th November	NED Pre-Board Meeting
	Airedale NHS FT Board Meeting
6 th December	CSAC Committee
	Council of Governors/BoD Meeting
	NED Informal Meeting
19 th December	Board Meeting: Re: Annual Plan

NOTE – The quarterly schedules includes time actually spent on NED duties at Airedale or other appropriate locations. It does not include time spent working on Trust business from home, eg preparation for meetings, background reading and more general correspondence on hospital business