

Meeting:	Board of Directors			
Date of Meeting:	31 January 2018			
Report Title:	Company Secretary's Report			
Status: (tick one box)	Information <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	Regulatory <input type="checkbox"/>
Classification	NHS Confidential	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Lead Director	Jane Downes, Company Secretary			
Report Author	Jane Downes, Company Secretary			
Appendices	Appendix 1: Board Work Programme 2018 Appendix 2: Board action log			
Links to strategic objectives	Board Assurance Framework Reference and description	n/a		
Links to corporate risks	Corporate Risk Register Reference and description	n/a		

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

Key points for discussion
<p>1. Appointment of Chairman The Council of Governors approved the appointment of Andrew Gold as Chairman at an extraordinary meeting held on 18 January 2018.</p> <p>The Board are asked to note the appointment of Andrew Gold as Chairman with effect from 19 January 2018. Jeremy Cross will continue as Deputy Chairman for the time being.</p> <p>2. Airedale NHS FT Charitable Funds During the month of November and December 2017, the Airedale NHS Foundation Trust Charitable Funds received donations/legacies of £68.8k including:</p> <ul style="list-style-type: none"> £4,000.00 from Sovereign Health Care for the Sovereign Health Care Training Fund £4,000.00 from Sovereign Health Care for the Sovereign Health Care Equipment Fund £50,000.00 legacy for capital equipment (preferably operating theatres) <p>During the month of November and December 2017, the Airedale NHS Foundation Trust Charitable Funds spent £25.4k including the following items of note:</p> <ul style="list-style-type: none"> £1,200.00 for 2 medical records trollies from the Surgical Specialties Fund £1,076.40 for a suction machine and carry bag from the Paediatric/Neo-natal Fund <p>3. Board Work Programme 2018 The Board Work Programme for 2018 is attached for review (appendix 1).</p> <p>4. Board Action Log The Board action log is attached for review (appendix 2).</p>

Recommendations
<ul style="list-style-type: none"> (i) To note the appointment of Andrew Gold as Chairman with effect from 19 January 2018; (ii) To note the income and expenditure report for November and December 2017 and record thanks on behalf of the corporate trustee for donations to Airedale NHSFT Charitable Funds;

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| <ul style="list-style-type: none">(iii) To agree the Board Work Programme for 2018; and(iv) To review the Board action log and delete those items deemed completed. |
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Board of Directors - 2018 Work Programme

Agenda Item	Jan 31 st	Feb (no mtg)	March 28 th	April 25 th	May 30 th	June 27 th	July 25 th	Aug (no mtg)	Sept 26 th	Oct 31 st	Nov 28 th	Dec 17 ^{th*}
Strategy												
Annual Plan 2017/18 to 2018/19 review/approve		28 th				X						
Board Strategy Meetings		28 th					11 th				28 th	
Business Development Report	X			X			X			X		
Quality and Safety												
Quarterly Patient Safety Report			X		X				X		X	
Quarterly Learning from SI's Report			X		X				X		X	
Quarterly Learning from Deaths Report			X		X				X		X	
Quarterly Doctor Workforce Report	X			X			X			X		
Nursing recruitment trend analysis	X			X			X			X		
GoSW Report/FTSU Report Presentation			X						X			
Performance												
Right Care Programme Report	X			X			X			X		
Operational												
Winter Plan (draft and Final)							X		X			
Human Resources												
Human Resources Report	X			X			X			X		
Governance / Regulatory												
Standing Orders, SFIs – annual review				X								
Board Assurance Framework/Risk register	X			X			X			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	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 Staffing Report	X	X	X	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 Report – Caldicott Guardian									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	

*December meeting to be held if required

AIREDALE FORMAL BOARD ACTION LIST Closed

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Ref Item	Action	Responsible	Deadline / Board Date	Status / Comments
From 27 September 2017 Meeting				
164/17i)	Doctor staffing report – Deferred to the November meeting	K Mainprize	29 November 2017	Completed
166/17iv)	Network Information System Directive – Update report on GDPR readiness	A Copley	29 November 2017	Completed
From 25 October 2017 Meeting				
198/17	Harden Ward Castleberg circulate Healthwatch report on public consultation process once in the public domain	S Hunter	29 November 2017	Completed
198/17	Right Care Programme Report – look at refining the RAG rating to give an indication of programme progress	H Bourner	31 January 2018	
202/17ii)	Performance Report re stroke TIA SNAAP data - present a report including a financial metric to the January 2018 Board meeting.	K Mainprize	31 January 2018	
202/17iii)	Emergency Care Standard Exception Report – circulate the response to the system wide delivery plan.	S Hunter	29 November 2017	
Items to 'keep in view'				
From 29 March 2017 Meeting				
39/17ii)	Report outputs from Cancer Alliance Group regarding 62 day cancer position	S Hunter	KIV	Completed - included in standard report

From 26 April 2017 Meeting				
61/17	CQC Board Assurance Committee to provide assurance that changes implemented since 2016 CQC Report have been embedded	CQC Board Assurance Cttee	KIV	Date to be advised
From 26 July 2017 Meeting				
139/17	Mortality Report - Fractured Neck of Femur Group - update report will be presented to future Board meeting.	K Mainprize	KIV	Completed – reported to Quality Committee
143(ii)	Research and Development Annual Report - look at whether more commercial trials could be undertaken alongside colleagues from other local providers.	K Mainprize	KIV	Completed
From 27 September 2017 Meeting				
166/17vii)	Cancer Pilot Project – share the evaluation with the Board when the information is available	S Hunter	KIV	