

1. Election Update Report

The annual elections for the Council of Governors commenced earlier in the month. The seats being contested this time are shown below:

Public Governor	Central and East Keighley (new combined seat)
Public Governor	Keighley West (vacant seat)
Public Governor	Pendle East & Colne
Public Governor	Rest of England (vacant seat)
Public Governor	West Craven
Staff Governor	All other staff (vacant seat)

The nominations stage closed on 18 April 2018. The results of the election will be announced on 31 May 2018 and the Council of Governors informed as soon as possible thereafter. The elected Governors will start their term of office on 1 June 2018.

At the time of writing this report, nominations had been received for all seats bar the 'Rest of England' seat. A verbal update on the number of nominations received will be given at the meeting.

The independent election company, Electoral Reform Services, are managing the elections on the Trust's behalf. The election timetable is shown below for information.

<i>ELECTION TIMETABLE</i>	
Trust to send nomination material and data to ERS	Friday, 16 Mar 2018
Notice of Election / nomination open	Tuesday, 3 Apr 2018
Nominations deadline	Wednesday, 18 Apr 2018
Summary of valid nominated candidates published	Thursday, 19 Apr 2018
Final date for candidate withdrawal	Monday, 23 Apr 2018
Electoral data to be provided by Trust	Wednesday, 25 Apr 2018
Notice of Poll published	Tuesday, 8 May 2018
Voting packs despatched	Wednesday, 9 May 2018
Close of election	Wednesday, 30 May 2018
Declaration of results	Thursday, 31 May 2018

Action required: To receive and note the election update report.

2. Governor Resignations

Linda Dobson, Governor, Keighley East and Cllr Ken Hartley, Pendle BC will be stepping down as Governors at the end of May. The Trust would like to thank both Governors for their significant contribution during their period of office.

3. Constitution Update

Governors will recall approval being given at the January 2017 Council of Governor meeting to phase a reduction in the number of governor seats over a three year period. This will require an amendment to the Constitution to account for the removal of the duplicated seat relating to South Craven and the merger of Keighley Central and Keighley East seats. The change will need to take effect prior to 1 June 2018 ie prior to the new governor representing the Keighley Central and East constituency taking up their seat.

Action required: To ratify the amendment to the schedule of constituencies listed in the Trust's Constitution.

4. Governor Year End Declarations of Interests

As part of the year end reporting requirements, Governors are required to declare any material interests they may have. The Register is a regulatory requirement and also forms part of the external audit process.

Governors are asked to declare their interests again by completing and returning the declaration form issued to Governors in mid-April.

Action required: To complete and return the declaration form to the Company Secretary by 5th May 2018.

5. Governor Training and Development

Since the last meeting Governors attended a workshop organised by the West Yorkshire and Harrogate Health and Care Partnership (previously STP). The workshop, held on 9 March, focussed on future collaboration and partnership working across the West Yorkshire and Harrogate region. A further workshop was held on 17 April 2018, focussing on patient and public involvement. The attendees from the Trust included Andrew Chai and Jerry Stanford, Lead Governor.

Action required: To receive and note the Governor training and development update.

6. Non-Executive Directors – Activity Reports

The reports from Non-Executive Directors showing meetings attended for the period January to March 2018 on behalf of the Trust are attached in Appendix 1.

Action required: To receive and note the reports from Non-Executive Directors.

7. Council of Governors' Forward Plan

The forward plan for 2018 is attached in Appendix 2 and presented for information.

Action required: To receive the 2018 forward plan for the Council of Governors meetings.

Airedale NHS Foundation Trust
 Council of Governors: 26 April 2018
 Title: NED Activity Reports
 Author: Jane Downes, Company Secretary

Non-Executive Directors – Activity Reports

NAME: Andrew Gold

PERIOD: 1 January – 31 March 2018

DATE	ACTIVITY
03/01/2018	Weekly 1:1 with Chief Executive Acting Chair Introductory 1:1s with Executive Directors
05/01/2018	Acting Chair introductory 1:1 with new staff governor Meeting with Lead Governor (including CoG agenda setting)
08/01/2018	NEDs only meeting
09/01/2018	Acting Chair introductory 1:1 with new staff governor Governor network meeting
10/01/2018	Finance Committee meeting Acting Chair weekly 1:1 with Chief Executive BART meeting
12/01/2018	Introductory meeting with Chair of Bradford Teaching Hospital FT at Bradford Royal Infirmary.
17/01/2018	Chair’s weekly 1:1 with Chief Executive Pride of Airedale Awards judging panel Introductory telephone conversation with Chair of Harrogate & District NHS Foundation Trust
18/01/2018	Independence test assessment for Anne Gregory, NED Distribution of food hampers to various wards/departments
19/01/2018	Introductory telephone call with Warren Brown, Delivery and Improvement Director, Yorkshire and Humber, NHS Improvement
22/01/2018	Meeting with Chief Executive and Company Secretary re Board agenda
23/01/2018	Meeting with Company Secretary and Governor re SPV Introductory meeting with Chair of Bradford District Care Trust (BDCT) Meeting of local Chairs – Airedale, BDCT and Bradford Teaching Hospitals NHS Foundation Trust.
25/01/2018	Quality Committee NED Quality Metrics meetings with Medical Director 1:1 with Company Secretary Chair’s weekly 1:1 with Chief Executive
29/01/2018	Site visit of AAU with Chief Executive and Chief Operating Officer BART meeting Meeting with Chief Executive, and Chief Officer Airedale Wharfedale & Craven, Bradford City and Districts CCGs and Primary Care lead representative, AWC CCG
31/01/2018	NEDs only pre-board meeting Public and private Board meetings
01/02/2018	Chair’s weekly 1:1 with Chief Executive Council of Governors public and private meetings
02/02/2018	NHSI North Chairs Network Event, Quarry House at Leeds Introductory meeting with Lyn Simpson, Executive Regional MD- North
06/02/2018	Governor network meeting
07/02/2018	Chair’s weekly 1:1 with Chief Executive

	SPV director candidates interviews Teleconference with Chief Executive, Director of HR & Workforce and Chief Officer Airedale Wharfedale & Craven, Bradford City and Districts CCGs
08/02/2018	NHSI Chairs Advisory Panel meeting, London Introductory meeting with Chair of Leeds Teaching Hospital
09/02/2018	Telephone call with Director of Finance re month 10 financials Telephone call with Lyn Simpson, NHSI Meeting with Bradford Council Leader, councillors, and Chair of Bradford Teaching Hospitals NHS FT Introductory 1:1 with Leader of Bradford Council
19/02/2018	Introductory 1:1 with new Deputy Medical Directors Meeting re SPV Meeting re support for Right Care New Leaders Development Programme Meeting with Gatenby Sanderson and Director of HR & Workforce re CEO recruitment
20/02/2018	Introductory conversation with Chair at Mid Yorkshire Trust Meeting with Company Secretary and consultants
21/02/2018	Meeting with Lead Governor and Deputy Lead Governor Chair's weekly 1:1 with Acting Chief Executive 1:1 with Company Secretary
26/02/2018	Chair's weekly 1:1 with Chief Executive
27/02/2018	WYAAT Committee in Common meeting, Leeds also attended by Chief Executive
28/02/2018	Board strategy day
01/03/2018	Chair presentation to Right Care New Leaders programme delegates 1:1 with prospective CEO applicant
02/03/2018	Meeting with John Grogan, Labour MP for Keighley, with Chief Operating Officer, Director of HR & Workforce and Managing Director, AGH Solutions, re wholly owned subsidiary
05/03/2018	Chair's weekly 1:1 with Chief Executive
06/03/2018	Introductory meeting with Chair of Calderdale & Huddersfield Foundation Trust, LGI Yorkshire Chairs Network meeting, Leeds General Infirmary (LGI) Development of Collaboration and Accountable Care in Bradford & Airedale meeting, Brighouse, attended by Chair and Chief of Executive of Airedale, Bradford District Care Trust, Bradford Teaching Hospital, Airedale and Bradford CCGs, Bradford Council and Primary Care lead representative in Airedale.
08/03/2018	Weekly conference call re CEO recruitment with Gatenby Sanderson Board to Council meeting re annual plan 1:1 meeting with Governor Attendance at Pride of Airedale awards evening
14/03/2018	Meeting with Chief Executive and Company Secretary re board agenda 1:1 with Company Secretary Weekly conference call re CEO recruitment with Gatenby Sanderson Quality Committee Task & Finish Group meeting
15/03/2018	ARC meeting 1:1 meeting with Governor Chair's weekly 1:1 with Chief Executive
26/03/2018	1:1 discussions with 3 prospective CEO applicants (1 by teleconference) NED appraisal

	Chair's weekly 1:1 with Chief Executive Attendance at Clinical Executive Group Workshop and Business Meeting
27/03/2018	Meeting with Governors and colleagues re membership engagement strategy Meeting with Governors re performance evaluation Weekly conference call re CEO recruitment with Gatenby Sanderson 1:1 discussions with 2 prospective CEO applicants (1 by teleconference)
28/03/2018	NEDs only meeting Public and private Board meetings NED appraisal Chair's appraisal with Senior Independent Director
29/03/2018	1:1 discussions with 4 prospective CEO applicants (1 by teleconference) and 1 offsite

NAME: Anne Gregory
PERIOD: 1 January – 31 March 2018

DATE	ACTIVITY
8/1/18	NED informal meeting (Dial in)
	ARC (Dial in)
11/1/18	Chair BART (Dial in)
15/1/18	Interviews for Chair ARC meeting
18/1/18	Pride of Airedale judging
	Interview for independence test with Andrew Gold
	Special Council of Governors meeting
29/1/18	Audit Committee
	Chair BART
31/1/18	NED pre-board meeting Board of Directors' meeting
1/2/18	Council of Governors
9/3/18	Chair BART
15/3/18	ARC (Dialled in – connection issues)
28/3/18	NED pre-board meeting Board of Directors' meeting
	Appraisal with Chair
	Appraisal for Chair
	NB: HOLIDAY AND WORKING OVERSEAS: 3 FEBRUARY – 16 MARCH

NAME: Jeremy Cross
PERIOD: 1 January – 31 March 2018

DATE	ACTIVITY
8/1/18	NED informal meeting (dial in)
	ARC meeting (dial in)
9/1/18	Internal audit tender meeting

11/1/18	Finance Committee
15/1/18	Meeting with Internal Auditors (MIAA)
	1:1 with Chief Executive
	Chairman interviews
18/1/18	Special Council of Governors meeting
	1:1 with Chairman
22/1/18	Internal audit tender and decision
24/1/18	Judging for Pride of Airedale
	Meetings with Head of Supplies and Assistant Director of Finance (Financial Services)
29/1/18	Audit Committee
31/1/18	Board of Directors meetings
1/2/18	Council of Governors
2/2/18	CQC Board Assurance Sub Committee
	BART meeting for AGH Solutions
6/2/18	AGH Solutions Board meeting
7/2/18	AGH Solutions Interviews
14/2/18	Finance Committee
19/2/18	Charitable Funds Sub Committee
	AGH Solutions SLT plus HR rep 1:1
21/2/18	Signing of SPV documents
23/2/18	Tel call with Gatenby Sanderson re Chief Executive recruitment
	HR appeal
	Meeting with Managing Director, AGH Solutions
28/2/18	Board Strategy day (dialled in due to weather)
6/3/18	AGH Solutions SLT
6/3/18	1:1 with Finance Director, AGH Solutions
13/3/18	AGH Solutions SLT
19/3/18	AGH Solutions Board meeting
26/3/18	Appraisal with Chairman
28/3/18	Board of Directors meetings

NAME: Maggie Helliwell

PERIOD: 1 January – 31 March 2018

DATE	ACTIVITY
	Each week , when possible, I volunteer on Ward 10 over one lunchtime as a meal assistant
Jan 8	Informal NED meeting
Jan 9	Meeting to finalise shortlist candidates for Internal Audit within the Trust
Jan 10	Prepared for SPI walk round which unfortunately was cancelled due to excessive winter pressure on the ward concerned
Jan 15	Meeting with Assistant Director of Clinical Governance
	Interviews for Chair of ANHSFT
Jan 22	Absent from the Trust all week due to influenza but provided input through email correspondence to all the meetings that I was due to attend

	1. Shortlisting for the Pride of Airedale Award category 'Out of hospital care'
	2. Final presentation of shortlisted candidates for ANHSFT Internal Audit tender
Jan 25	Quality Committee
Jan 29	Audit Committee
Jan 31	NED pre-Board meeting Board of Directors meetings
Feb 1	Council of Governors
Feb 2	CQC Board Assurance Sub Committee
Feb 7	Prepared for SPI meeting which was again unfortunately cancelled due to excessive winter pressures
Feb 14	Finance Committee 1:1 with new Deputy Medical Director (Surgery)
Feb 28	Board Strategy Meeting
March 8	Board of Directors to Council of Governors Meeting with Assistant Director of Healthcare Governance to set agenda for Quality Committee Presented award at Pride of Airedale Evening
March 14	Resuscitation Group Meeting to discuss next year's programme and format for Quality Committee
March 15	Meeting with new Deputy Medical Director (Integrated Care) Meeting with Medical Director to discuss Quality Metrics
March 22	Quality Committee
March 28	NED pre-board meeting Board of Directors meetings

NAME: Lynn McCracken
PERIOD: 1 January – 31 March 2018

DATE	ACTIVITY
	Volunteer mealtime assistance as indicated and member of Readers Panel
4 January	Mealtime assistance Ward 6
8 January	NED informal meeting (dialled in) ARC meeting (dialled)
11 January	Mealtime assistance Ward 6 BART meeting Castleberg consultation, Settle
15 January	Chair interviews ARC meeting
18 January	Special Council of Governors Mealtime assistance Ward 6 Meeting re Pride of Airedale awards
24 January	Judging Pride of Airedale awards
25 January	Charing Quality Committee Quality metrics briefing

	Mealtime assistance Ward 6
29 January	BART meeting
31 January	NED pre-board meeting
	Public and private board meetings
1 February	Mealtime assistance Ward 6
	Council of Governors
22 February	Mealtime assistance Ward 6
23 February	SPI visit Radiology
	Telephone discussion with Gatenby Sanderson
	HR appeal hearing
8 March	Mealtime assistance Ward 6
	Board of Directors / Council of Governors
	Pride of Airedale awards ceremony
14 March	Quality Committee Task & Finish group
	HR appeal
15 March	ARC meeting (dialled in)
22 March	Quality Committee
	Mealtime assistance Ward 6
28 March	NED pre-board meeting
	Public and private board meeting
29 March	Mealtime assistance Ward 6

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

Airedale NHS Foundation Trust
Council of Governors 2018 Agenda Plan

Agenda item	18 Jan 2018 (private mtg)	1 Feb 2018 Quarterly meeting	Board to Council 8 March 2018 (private mtg)	18 April 2018 (private mtg)	26 April 2018 Quarterly meeting	26 July 2018 Quarterly Meeting/AGM	1 Nov 2018 Quarterly meeting	5 Dec 2018 Board to Council (private mtg)
Chairman's Report		X			X	X	X	
Chief Executive's Report inc Finance, Performance and Quality Report		X			X	X	X	
Annual Quality Account						X (agm)		
Annual Report and Accounts						X (agm)		
Annual Plan			X			X		X
Annual Governor feedback report			X					X
Forward Agenda Plan		X			X	X	X	
Governor events – feedback		X			X	X	X	
Feedback from Cttee's/Working Groups		X			X	X	X	
Auditors Report to Governors						X (agm)		
Register of Interests					X			
Lead/Deputy Governor appt. process						X		
Appointment of Lead/Deputy Governor							X	
NED appointment process		X			X			
Appointment of NED						X		
Re-Appointment of NED					X			
Company Secretary's Report		X			X	X	X	
Annual cttee/group membership review						X		
Membership Strategy – annual review					X	X (agm)		
Elections update report		X			X			
Election results report						X		
Ad hoc reports/presentations		X			X	X	X	
2018 Annual Members Meeting						2pm		
Appointment of Chair	X							
Appointment of Chief Executive				X				