

Board of Directors

Date:	30 October 2019	Attachment:	11																
Title of Report:	Company Secretary's Report																		
Purpose of the report and the key issues for consideration/decision:	<p>This report brings together a number of items that evidence or strengthen the corporate governance arrangements and systems of internal control within the Trust. In particular, it contains</p> <ul style="list-style-type: none"> • Single Oversight Framework • Well Led Development Review • Trust Board work programme; and • Refreshed programme of Board and Committee meetings. • Charitable Funds update for September 																		
Prepared by:	Stella Jackson, Head of Corporate Governance																		
Presented by:	Victoria Pickles, Associate Director of Corporate Affairs																		
Strategic Objective(s) supported by this paper:	<table border="1"> <tr> <td>Financial Sustainability</td> <td>X</td> <td>Empower & Engage Staff</td> <td>X</td> </tr> <tr> <td>Quality of Care</td> <td>X</td> <td></td> <td></td> </tr> </table>			Financial Sustainability	X	Empower & Engage Staff	X	Quality of Care	X										
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Quality of Care	X																		
Is this on the Trust's risk register:	<table border="1"> <tr> <td>No</td> <td>X</td> <td>Yes</td> <td></td> <td>If Yes, Score</td> <td></td> </tr> </table>			No	X	Yes		If Yes, Score											
No	X	Yes		If Yes, Score															
Which CQC Standards apply to this report:	Well-led domain																		
Have all implications related to this report been considered: (please X)	<table border="1"> <tr> <td>Finance Revenue & Capital</td> <td></td> <td>Equality & Diversity</td> <td></td> </tr> <tr> <td>National Policy/Legislation</td> <td></td> <td>Patient Experience</td> <td></td> </tr> <tr> <td>Human Resources</td> <td></td> <td>Terms of Authorisation</td> <td></td> </tr> <tr> <td>Governance & Risk Management (BAF)</td> <td>X</td> <td>Other:</td> <td></td> </tr> </table>			Finance Revenue & Capital		Equality & Diversity		National Policy/Legislation		Patient Experience		Human Resources		Terms of Authorisation		Governance & Risk Management (BAF)	X	Other:	
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Action Required: (please X)	<table border="1"> <tr> <td>Approve</td> <td>X</td> <td>Discuss</td> <td>X</td> <td>Receive for information</td> <td></td> <td>Decision</td> <td></td> </tr> </table>			Approve	X	Discuss	X	Receive for information		Decision									
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Previously Considered By:	<table border="1"> <tr> <td>N/A</td> <td>Date:</td> <td></td> </tr> </table>			N/A	Date:														
N/A	Date:																		
Recommendations:	<p>That the Board:</p> <ul style="list-style-type: none"> • Notes the changes to the Single Oversight Framework • Notes the work to undertake a well-led development review • Considers whether i) any items should be added to/removed from the Board work programme; and ii) any items should be re-timetabled; and • Notes the refreshed programme of Board and Committee meetings. • Notes the update on Charitable Funds 																		

Company Secretary's Report

30 October 2019

1. New NHS Oversight Framework

1.1. NHS England / Improvement have published the new NHS Oversight Framework for 2019/20 which has replaced the provider Single Oversight Framework and the clinical commissioning group Improvement and Assessment Framework. It sets out how joint NHS England and NHS Improvement teams oversee organisational performance and identify where commissioners and providers may need support.. This approach closely follows that of NHS Improvement's Single Oversight Framework and is based on monitoring providers across five themes to identify any triggers of concern and, where necessary, developing and agreeing support packages to address issues. More detail on the Framework can be found at <https://improvement.nhs.uk/resources/nhs-oversight-framework-201920/>.

1.2. There are two main changes:

- Increasingly oversight will be via the system and the intention will be to hold single conversations with systems covering performance and support needs at system and organisational level. We are already seeing this happen locally.
- Four metrics have been added to the set used to identify issues at providers. These are based on the annual NHS Staff Survey and cover bullying and harassment, teamwork and inclusivity, to highlight their importance as indicators of overall organisational performance and assist regional teams in identifying organisations where an enhanced support offer in these areas is appropriate.

1.3. The metrics which we will be measured against are set out in appendix 1. The dementia one is worth noting as this doesn't currently form part of our Board report and will be considered along with the other new metrics as part of the work to review the Integrated Board Report

2. Well-Led Governance Review

2.1. In the Care Quality Commission Inspection Report published in March 2019, one of the areas noted under the well-led section was that the Trust had not had an external review of the leadership and governance provided by the board since 2014.

2.2. To address this, the Trust has commissioned the Good Governance Institute to carry out an external Well-Led Review. A copy of the Statement of Work will be shared with Board members for information. The pre-planning and scoping work has been completed. Initial observations of the Board and its sub-committees are planned for November. It is intended that the Board will carry out a self-assessment and that Board members will have semi-structured interviews in the early part of the New Year with a view to feedback at a Board development session. Board colleagues will be supported through the process by Stella Jackson and I.

2.3. The self-assessment will address both the GGI's Board Maturity Matrix as well as the CQC's eight well-led key lines of enquiry and we will complete this both as a Board as well as with our divisional leaders.

2.4. It is intended that the work will be completed by April, including the presentation on actions.

3. Board work plan

3.1. The Board of Directors meeting work programme is attached at Appendix 2. Board colleagues are invited to contact the Associate Director of Corporate Affairs should the timetabling of any items need amending. The programme covers the period October 2019 to September 2020. The Board is asked to consider whether there are any other items they would like to add to/remove from the programme.

4. Board and Committee meeting dates

4.1. The timetable of Board and Committee meeting dates has been refreshed and is attached at Appendix 3. Invites for all appropriate meetings have been sent to Board members.

5. Charitable funds update

5.1. Charitable Fund – Income

During the month of September 2019, the Airedale NHS Foundation Trust Charitable Funds received donations/legacies of £9,202.25 including

- £742.67 donation from Keighley Town Council Mayors Charity for the Paediatric Fund (Ward 17)
- £407.57 re fundraising activities from NCS Sheeran for the Paediatric Fund (Ward 17)
- £770.00 donation from C M Kelly for the Haematology Fund
- £1,205.00 raised at a coffee morning at Appletreewick Village Hall for the HODU Fund

5.2. Charitable Funds – Expenditure

During the month of September 2019, the Airedale NHS Foundation Trust Charitable Funds spent £22,445.47 including the following items of note:

- £6,575.00 re Phase 2 of the MMD Project (April to June 2019) from the Smith Legacy (Diabetes)
- £8,735.54 re Admin Fees Q2 apportioned over all funds

5.3. Project approvals

There were no project approvals during September 2019.