

Non-Executive Directors – Activity Reports

NAME: Jeremy Cross

PERIOD: 1 October 2019 – 31 December 2019

DATE	ACTIVITY
8/10/19	SPI walkround
	AGH Solutions Senior Management Team meeting (SMT)
18/10/19	AGH Solutions Board planning day – all day
22/10/10	Finance Performance & Digital committee - Chair
	AGH Solutions SMT
8/11/19	ARC training & meeting
	1 to 1 with Chair
12/11/19	AGH Solutions SMT
14/11/19	Emergency Planning Desktop Exercise for board members NHS I Board Development training
18/11/19	AGH Solutions Board meeting
19/11/19	Finance Performance & Digital Committee - Chair
26/11/19	AGH Solutions SMT
27/11/19	NED pre-board meeting Board of Directors' meeting – public and private
10/12/19	AGH Solutions SMT
12/12/19	Board to Council ARC meeting
19/12/19	NED interviews ARC meeting

NAME: Rhys Davies

PERIOD: 1 October 2019 – 31 December 2019

DATE	ACTIVITY
9.10.19	Meeting with IT representatives re IT Review and framework Introductory 1:1 with Programme Director, Integrated Health Record Programme & Head of Digital Transformation
22.10.19	Finance Performance & Digital Committee 1:1 introductory meeting with Director of Strategy, Planning & Partnerships 1:1 introductory meeting with Director of People & OD IT review & framework meeting 1:1 introductory meeting with Director of Nursing
30.10.19	NED pre Board meeting Public Board meeting Private Board meeting
31.10.19	Meeting with Programme Director, IHR Programme & Head of Digital Transformation 1:1 with Chair Non-Executive Directors' meeting Council of Governors' meeting

14.11.19	Emergency Planning Desktop Exercise for board members NHS I Board Development training
18.11.19	1:1 with Chair Individual 1:1 meetings with executive directors/managers re IT review (x 5) Attended Trust Strategy session
19.11.19	Finance Performance & Digital Committee
20.11.19	People Committee Quality & Safety Committee
27.11.19	NED pre board meeting Public board meeting (part only)
12.12.19	Board to Council meeting
18.12.19	Quality & Safety Committee IT review meeting & framework meeting

NAME: Andrew Dumbleton

PERIOD: 1 October 2019 – 31 December 2019

DATE	ACTIVITY
22.10.19	1:1 with Chair Finance and Digital Committee Audit and Risk Committee (Chair) Introductory meeting with Audit Yorkshire representatives
30.10.19	NED pre Board meeting Public Board meeting Private Board meeting
31.10.19	Non-Executive Directors' meeting Council of Governors' meeting
05.11.19	NHS Providers NED Network event, Leeds
06.11.19	SPI walkround Ward 6 Meeting with Assistant Director of Finance (Financial Services) re Charitable Funds Committee
14.11.19	Emergency Planning Desktop Exercise for board members NHS I Board Development training
19.11.19	Finance and Digital Committee
27.11.19	NED pre Board Meeting Public Board Meeting Private Board Meeting NED focus group re CQC prep
12.12.19	Charitable Funds Committee (Chair) Board to Council Meeting
19.12.19	Non-Executive Director Interviews

NAME: Andrew Gold

PERIOD: 1 October 2019 – 31 December 2019

DATE	ACTIVITY
02/10/2019	Yorkshire Chairs Network Meeting in Leeds
07/10/2019	Right Care New Leaders Programme Cohort 1

08/10/2019	NHS Providers Annual Conference 2019 in Manchester
09/10/2019	Mandatory Training NHSI Chairs Advisory Board meeting in London
10/10/2019	Integrated Performance Reporting meeting with Chief Executive Officer (CEO) and Associate Director Corporate Affairs (ADCA) Board Agenda Setting meeting with CEO and ADCA Chair's weekly 1 to 1 with CEO 1 to 1 with Director of People & OD (DPOD) Written feedback for Board colleagues from NHS Providers Conference attendance
21/10/2019	Introductory meeting with new Public Governor Governor Involvement Group meeting
22/10/2019	1 to 1 with NED Finance, Digital & Performance Committee observer giving Committee Chair verbal feedback after that Audit & Risk Committee observer giving Committee Chair verbal feedback after that Introductory meeting with new Associate Governor and ADCA
23/10/2019	Rapid Improvement Event on improving patient flow introductory session EcoawAire meeting Follow up of complaints about the Trust addressed to the Chair
24/10/2019	Written feedback to Chair of Finance, Digital & Performance Committee Written feedback to Chair of Audit & Risk Committee Review of WY &H Partnership Board Strategy giving written feedback Author Chair's Board report
28/10/2019	Pre WYAAT Committee in Common meeting with CEO; Director of Finance (DOF) and ADCA
29/10/2019	WYAAT Committee in Common meeting at Leeds Teaching Hospitals attended with CEO
30/10/2019	Meeting all NEDs Board of Directors meeting – public and private Chair's weekly 1 to 1 with CEO Meeting with CEO and DPOD
31/10/2019	Review of Trust's Sustainable Development Management Plan ARC agenda setting meeting with ADCA and DPOD 1 to 1 with a NED NEDs meeting COG meeting
04/11/2019	Review of draft NED recruitment pack pre Appointments & Remuneration Committee (ARC) Meeting with Chair of Calderdale & Huddersfield FT 1 to 1 with DOF 1 to 1 with Chief Operating Officer
05/11/2019	NED Network meeting in Leeds hosted by NHS Providers
06/11/2019	1 to 1 with Director of Nursing SPI of Ward 6 1 to 1 with a NED 1 to 1 with ADCA 1 to 1 with Associate Director of Strategy, Planning & Partnerships

08/11/2019	ARC Training and Meeting NED 1:1s (x2) Leaving gathering for retiring Consultant
12/11/2019	Meeting with Chair of Bradford Teaching Hospitals at BRI 1 to 1 with Medical Director 1 to 1 with Associate Director Quality & Safety Meeting with CEO and DOPD
14/11/2019	Emergency Planning Desktop Exercise for board members Board development training 1 to 1 with a NED
18/11/2019	Board to Council agenda setting meeting with CEO and ADCA Chair's weekly 1 to 1 with CEO 1 to 1 with a NED Long Service Awards presentation for colleagues with > 25 years service AAC Surgery GIG meeting
20/11/2019	Right Care New Leaders Programme Cohort 2 Author Chair's Board report Meeting with prospective Director of Operations applicant
25/11/2019	Chair's weekly 1 to 1 with CEO Meeting with prospective NED applicant Disability focus group Conversation with prospective NED applicant
26/11/2019	Conversation with prospective NED applicant Attendance with CEO at Castleberg opening event in Settle
27/11/2019	Meeting all NEDs Meeting with those giving Patient Story to Public Board Board of Directors' meeting - Public and Private NED focus group with external assessor as part of future CQC preparation
03/12/2019	WY&H Partnership Board at Bradford City Hall attended with ADCA
04/12/2019	Feedback on Climate Change section of WY &H Partnership Board Strategy leading to invite to be involved in future development working group Conversation with prospective NED applicant EcoawAire meeting
05/12/2019	Chair's weekly 1 to 1 with CEO Schwartz rounds
06/12/2019	3 CCGs working together meeting at Bradford City Hall with Bradford Council Leader; Chair of Bradford District Care Trust & Chair of Bradford Teaching Hospitals Conversation with prospective NED applicant
09/12/2019	Chair's weekly 1 to 1 with CEO Leadership community session COG agenda setting meeting with ADCA and Head of Governance
12/12/2019	Board agenda setting meeting with CEO and ADCA Staff Governors Forum along with CEO Board to Council meeting ARC Author Chair's Brief for GIG meeting on 16 December
18/12/2019	NHSI/E event in Leeds for CEOs and Chairs of Providers

19/12/2019	Friends of Airedale Coffee morning open to all colleagues NED interviews ARC meeting
20/12/2019	Author Chair's Board Report Author COG Activity Report

NAME: Maggie Helliwell

PERIOD: 1 October 2019 – 31 December 2019

DATE	ACTIVITY
3.10.19	Meeting with Consultant Anaesthetists
7.10.19	Quality & Safety agenda setting meeting with Assistant Director of Healthcare Governance (ADHG)/Associate Director of Patient Safety & Quality (ADPS&Q)
16.10.19	Schwartz round
18.10.19	Launch of 'Wear It Pink', Theatres, AGH Inclusion Event, AGH
22.10.19	Audit & Risk Committee
23.10.19	SPI walkround - ICU Quality & Safety Committee (Chair)
30.10.19	November Quality & Safety Committee agenda setting meeting NED pre Board Meeting Public Board Meeting Private Board Meeting
31.10.19	Non-Executive Directors' meeting Council of Governors' meeting
4 – 15.11.19 inc	<i>Holiday</i>
18.11.19	Long Service lunch awards
20.11.19	Quality & Safety Committee (Chair)
27.11.19	NED pre Board Meeting Public Board Meeting Private Board Meeting NED focus group re CQC prep
2.12.19	GMC workshop - Professional Behaviours & Patient Safety Programme, AGH
4.12.19	Mandatory Training December Quality & Safety Committee agenda setting meeting
12.12.19	Board to Council
18.12.19	Quality & Safety Committee (Chair)
19.12.19	NED interviews

NAME: Melanie Hudson

PERIOD: 1 October 2019 – 31 December 2019

DATE	ACTIVITY
1.10.19	1:1 introductory meeting with Director of People & Organisation Development (OD) HR appeal hearing 1:1 introductory meeting with Director of Patient Safety & Quality Meeting with Medical Director Meeting with Freedom to Speak Up (FTSU) Guardian

8.10.19	SPI walkround – Neonatal Unit
18.10.19	Attended morning session of Inclusion event, AGH
21.10.19	Governor Involvement group
22.10.19	Audit and Risk committee Meeting with Director of People & OD re People Committee
23.10.19	Quality and Safety committee
30.10.19	NED pre Board Meeting Public Board Meeting Private Board Meeting
31.10.19	Meeting with FTSU Guardian Non-Executive Directors' meeting Council of Governors' meeting
7.11.19	Telephone call with Director of People & OD re FTSU
14.11.19	Emergency Planning Desktop Exercise for board members NHS I Board Development training 1:1 with Chair
20.11.19	People Committee (Chair) Quality & Safety Committee
26.11.19	Telephone call with Medical Director
27.11.19	NED pre Board Meeting Public Board Meeting Private Board Meeting NED focus group re CQC prep
12.12.19	Board to Council meeting
18.12.19	People Committee agenda setting meeting with Director of People & OD and Head of Corporate Governance Introductory meeting with Deputy FTSU guardian Quality and Safety committee

NAME: Nadira Mirza

PERIOD: 1 October 2019 – 31 December 2019

DATE	ACTIVITY
9.10.19	BAME focus group
10.10.19	Introductory 1:1 with Director of People & OD Introductory 1:1 Associate Director of Corporate Affairs/Group Company Secretary
14.10.19	Introductory 1:1 with Deputy Medical Director (Surgery) Attended AHP Celebration day
16.10.19	Deputised for Chair at Acute Provider Collaboration Clinical Summit, Bingley
18.10.19	Opened and attended Inclusion event, AGH
30.10.19	NED pre Board Meeting Public Board Meeting Private Board Meeting
31.10.19	Introductory 1:1 with Deputy Medical Director (Integrated Care) Non-Executive Directors' meeting Council of Governors' meeting
8.11.19	ARC training and meeting 1:1 with Chair

14.11.19	Emergency Planning Desktop Exercise for board members NHS I Board Development training
18.11.19	Attended Governor Involvement Group
20.11.19	People Committee
27.11.19	NED pre Board Meeting Public Board Meeting Private Board Meeting NED focus group re CQC prep
12.12.19	Board to Council meeting ARC meeting
19.12.19	NED interviews ARC meeting

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.