Council of Governors: Summary Sheet

NHS
NHS
Sheffield Health and Social Care
NHS Foundation Trust

Title of Paper:	Council of Governors Action Log

Presented By:	Sharon Mays, Trust Chair

Action Required:

For Information	x	For Ratification		For a decision	
For Feedback		Vote required		For Receipt	

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	X
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	
Determining the remuneration of the Chair and non-executive directors	
Appointing or removing the trust's auditor	
Approving or not the appointment of the trust's chief executive	
Receiving the annual report and accounts and auditor's report	
Representing the interests of members and the public	
Approving or not increases to non-NHS income of more than 5% of total income	
Approving or not acquisitions, mergers, separations and dissolutions	
Jointly approving changes to the trust's constitution with the Board	
Expressing a view on the Trust's forward plans	
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	
Monitoring the activities of the Trust to ensure that they are being conducted in a manner consistent with its terms of authorisation and the constitution.	
Monitoring the Trust's performance against its targets and strategic aims	X

How does this item support the functioning of the Council of Governors?

This log provides clarity to the items raised by governors and how and when they have been addressed.

Author of Report:	Amber Wild
Designation of Author:	Corporate Assurance Manager
Date:	April 2022

Council of Governors 2022 – Action Log and Bring Forward

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 69/13	Associate Non-Executive Director	Review of Non-Executive Director requirements	Chair	19.4.21	Date changed to December 2022	To be reviewed by Chair and Director of Corporate Governance
72/12	Governor Development Workshops	Health and Social Care Bill workshop Understanding Trust Strategy workshop Holding NEDS to account	Corporate Assurance Manager/ Claire Lea, Charis Consultants	06.10.21	December 2022	Held on 16th March 2022. Action closed
73/09	NED Succession planning	Richard Mills, NED leaving in a year. CoG to receive updates on the succession planning.	Director of Corporate Governance/Chair	14.12.21	April 2022	NED recruitment underway. Action closed
73/09	Understanding of Integrated Care Systems (ICS)	Governors to consider how they can engage with the ICS	Governors	14.12.21	June 2022	The ICS has indicated that it is hoping to hold engagement sessions for governors in late Summer/early Autumn 2022 – the Chair will keep the CoG informed of developments. In hand action proposed to be closed.
73/12	Staff survey results	Report to CoG when staff survey results are available to publish	Caroline Parry/ Susan Rudd/Amber Wild	14.12.21	April 2022	Staff Survey results on CoG agenda for 26 April 2022. Action closed.

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73/13	Health and Wellbeing staff App	Julie Marsland (staff side governor) to attend Health and Wellbeing group	Caroline Parry	14.12.21	April 2022	Julie Marsland attends Health and Wellbeing group as staff side representative. Action closed
73/14	Finance Reports	Comments and feedback from the Governors indicating what they would like to see presented in future Finance reports.	Richard Mills	14.12.21	June 2022	Email seeking views sent December 2021 no responses received. Governors are asked to provide feedback by the end of May for reporting at the June meeting.
75/05	Chair's Report	A placeholder invite needs to be sent to Governors for the development workshop which will be held 16/03/2022	Corporate Governance Administrator	15/02/22	March 2022	Email sent 16/02/2022. Workshop held. Action closed.
75/08	Covid: Recovering Effectively	Clarify equity of provision for Face-to Face access vs online access to IAPT services to ensure that person-centred clinical decisions are made.	Richard Mills/Governance team	15/02/22	April 2022	Verbal update to be provided.
75/09	Getting Back to Good	Further discussions to take place to ensure that the feedback loop from Board Visits to frontline are rigorous.	Heather Smith/Governance team	15/02/22	April 2022	Feedback is provided to the services which are visited following all Board visits. Action closed
75/09	Getting Back to Good	Broader quality improvement scope to be presented to COG. Planning to be taken	Mike Hunter, Beverley Murphy Salli Midgley to	15/02/22	June 2022	Discussions to take place with the Chair in May for timing to be agreed for a

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		forward and timing to be advised.	discuss with Chair and Heather Smith			development session to be put in place.
75/10	Transformation-EPR	Adam Butcher (service user governor) to be supported to meet with the Patient Experience Lead to feedback on concerns regarding use of accessible language in patient letters.	Governance team	15/02/22	April 2022	Verbal update to be provided.
75/10	Transformation-EPR	Key dates for implementation for new Electronic Patient Record to be communicated to COG	Governance Team to liaise with Andrew Males (IMST lead)	15/02/22	April 2022	Verbal update to be provided
75/13	PLACE Report	Feedback from recent assessment to be given to Service Users on inpatient wards via service teams.	Pat Keeling to take forward and confirm arrangements in place	15/02/22	April 2022	Verbal update to be provided
75/14	NED Recruitment	NRC to present to COG on the work of the committee following current NED recruitment and after the new Governors are in post.	NRC Members	15/02/22	TBC	Ongoing

Key

■	Action complete
■	Action ongoing
■	Action outstanding