

# Council of Governors: Summary Sheet



Sheffield Health  
and Social Care  
NHS Foundation Trust

**Title of Paper:** Council of Governors Public Action Log

**Presented By:** Sharon Mays, Trust Chair

<b>Action Required:</b>	<b>For Information</b>	<input checked="" type="checkbox"/>	<b>For Ratification</b>	<input type="checkbox"/>	<b>For a decision</b>	<input type="checkbox"/>
	<b>For Feedback</b>	<input type="checkbox"/>	<b>Vote required</b>	<input type="checkbox"/>	<b>For Receipt</b>	<input type="checkbox"/>

**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.

<b>Author of Report: Designation of Author: Date:</b>	Amber Wild
	Corporate Assurance Manager
	October 2022

## Council of Governors 2022 – Action Log (public) and Bring Forward

Action number	Date raised	Subject	Action Required	Lead	Date Due	Update	Status
Action 1	14 June 2022	Item 9 Chair Report	A poll requesting feedback regarding online and /or in-person meetings for future Council of Governors meetings to be emailed to Governors for response by 15 August 2022	Amber Wild, Corporate Assurance Manager	15 August 2022	At the moment Governor meetings are offered in different formats. The Council of Governors meetings continue to be held virtually. Other meetings such as Induction and some development sessions are held as in-person events. Governors are asked for their views as to whether they are happy with the current approach.	
Action 2	14 June 2022	Item 10 Update from the Board	It was agreed that it would be useful to know more about the Homeless Assessment and Treatment -service and that this could be brought back to the Council of Governors as a development session or as a service user story.	Amber Wild, Corporate Assurance Manager	To be confirmed	Future Development session on the Homeless Assessment and Treatment service to be planned for the Council of Governors  AW to liaise with the service and agree a date for a future COG	
Action 3	14 June 2022	Item 12	Nominations for Lead Governor	Amber Wild, Corporate	June 2022	Process for Lead Governor election has been completed. Governors	

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		Lead Governor Role	role to be received by 21 July 2022 Secret ballot following receipt of all nominations Governors will be informed of the outcome by 30 June 2022 by Head of Corporate Assurance	Assurance Manager		were informed of the outcome on 25 June 2022. Action closed.	
Action 4	14 June 2022	Item 15 Non-Executive Director Appraisal	Appraisal questionnaires to be circulated to Governors for return in advance of the appraisal dates – return date to be confirmed in the email.	Amber Wild, Corporate Assurance Manager	End of June 2022	Appraisal questionnaires were sent to Governors in digital and paper format on 17 June 2022 with a return date of 24 June 2022. Appraisal questionnaires were received from Governors and feedback responses were amalgamated for use in the Non-executive Director appraisals.  There remains one outstanding appraisal which is planned for 13 October 2022.	
Action 5	14 June 2022	Item 16 Review of SHSC Constitution	To support the review of the constitution, it was agreed discussions should take place with Sheffield City Council regarding the number of	Amber Wild Corporate Assurance Manager	October 2022	Sheffield City Council have confirmed they wish to retain the two additional Governor seats on the Council of Governors	

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			seats held on the Council, currently three with only one filled to understand if they wish to retain that number of seats.				
Action 6	26 April 2022	Item 11 Governor Elections Update Review of the SHSC Constitution.	Vacancies remain following the outcome of the Governor elections, and it was agreed that a review of the SHSC Constitution and a staff governor by-election would need to take place.	Director of Corporate Governance	October 2022	Governor elections for staff and carer constituencies will take place in October/November 2022 with a view to closing the process before Christmas. The election provider has advised the review of the constitution should be held back until after this process has been completed. Revised data proposed March 2023.	

### Key

	Action closed/archive
	Action completed
	Action in progress
	Action overdue