

April 2023



Sheffield Health  
and Social Care  
NHS Foundation Trust

## Council of Governors: Summary Sheet

**Title of Paper:** Council of Governors Public Action Log for receipt April 2023

**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:</b>	Amber Wild
	Corporate Assurance Manager
	April 2023

## Council of Governors – Action Log (public) for receipt April 2023

Action number	Date raised	Subject	Action Required	Lead	Date Due	Update	Status
Action 1 – item 3	7 February 2023	Action Log – Governor Observer Board sub-committees	Dates and terms of reference for MHLC to be shared with Celia Jackson Chambers	Amber Wild, head of Corporate Assurance	February 2023	Dates, and ToR's for MHLC emailed to Celia Jackson-Chambers on 7 February 2023. Dates, and ToR's for FPC, PC, and QAC emailed to governor observers on 7 February 2023. <b>Action closed.</b>	
Action 2 – item 6	7 February 2023	Feedback from Governors	Kathleen Myrie (KM) raised some staffing concerns from different departments that she has come into contact with through team meetings. It was agreed that these would be passed on to the relevant departments	Amber Wild, Head of Corporate Assurance	April 2023	Response to the questions raised relating to staffing concerns have been circulated to Governors on 24 03 23, on behalf of Heather Smith. <b>Action closed.</b>	
Action 3 – item 7	7 February 2023	People Committee presentation	Specific questions were raised in relation to staffing concerns and recruitment. It was agreed that these questions would be fed back to the Director of People and an update will be given to Governors	Heather Smith, Non-Executive Director	April 2023	Response to the questions raised have been circulated to Governors on 24 03 23 on behalf of Heather Smith. <b>Action closed.</b>	

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Action 4 – item 9	7 February 2023	Quality Report	<ul style="list-style-type: none"> <li>Further detail was requested on improvement methodologies and the evaluation which is detailed in the Quality Report.</li> <li>It was suggested that detail into quality improvement, in terms of methodology could be looked at during the governor development session and information on disparity ratio targets to be fed back to governors.</li> </ul>	<p>Amber Wild, Head of Corporate Assurance</p> <p>Heather Smith, Non-Executive Director</p>	April 2023	<p>The Quality report and contact details for Tania Baxter has been circulated to governors via email on 1<sup>st</sup> March 2023.</p> <p>Quality Improvement and methodology will be included in the Quality Governor Development workshop on 19 April 2023.</p> <p>Response to the questions raised on disparity ratio have been included in the response circulated to Governors on 24 03 23 on behalf of Heather Smith.</p> <p><b>Action closed.</b></p>		
Action 5 – item 10	7 February 2023	Council of Governors Review of Effectiveness	It was noted that actions following the review of effectiveness completed last quarter will be followed up with the Lead Governor and a report will be brought back to the following Council of Governors meeting	Deborah Lawrenson, Director of Corporate Governance	April 2023	<p>Paper on agenda for the April meeting.</p> <p><b>Action closed.</b></p>		
Action 6	11 October 2022	Governance Report –	It was agreed an email would be	Amber Wild, Corporate Assurance Manager	November 2022	Governor observer roles for Mental Health Legislation Committee, Quality		

Action number	Date raised	Subject	Action Required	Lead	Date Due	Update	Status
		Governor observations of Board Sub Committees – there were no nominations at the meeting.	circulated to confirm if there are Governors who wish to take on the Board committee observation role			Assurance Committee, People Committee and Finance and performance Committee are filled. A vacancy remains for Audit and Risk Committee. These will be reviewed again after 6 months.  <b>Propose action to be closed.</b>	
Action 8	14 June 2022	Update from the Board	It was agreed that it would be useful to know more about the Homeless Assessment and Treatment service (HAST) 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	A date of 6 July 2023 has been confirmed with the HAST team and has been included on the Governor calendar. <b>Action closed.</b>	

**Key**

	Action closed/archive
	Action completed
	Action in progress
	Action overdue

**Council of Governors – Closed Action Log (public) for receipt April 2023**  
 (To be archived following April 2023 meeting)

Action 1	13 December 2022	Action Log	<ul style="list-style-type: none"> <li>• Current Constitution to be shared with Governors in preparation for the review in 2023.</li> <li>• Email with date of NED recruitment stakeholder panel to be shared with governors to request expression of interests</li> </ul>	Amber Wild, Corporate Assurance Manager	December 2022  February 2023	<p>An email with the current constitution was circulated to Governors on 13 December 2022. <b>Action closed.</b></p> <p>An email was sent to Governors requesting interest in participating on the stakeholder panel on 19 January 2023, for response by 21 December 2022.</p> <p><b>Action closed</b></p>	
Action 2	13 December 2022	Governor feedback	<ul style="list-style-type: none"> <li>• Feedback in relation to Care Opinion– find out who is managing this and inform Governors</li> <li>• Funding is available for warm spaces initiative. The detail on this will be passed to the operations team to inform service users</li> </ul>	Amber Wild, Corporate Assurance Manager  Amber Wild, Corporate Assurance Manager	February 2023  February 2023	<p>A verbal update was provided at the Council of Governors meeting in December. It has been confirmed that care opinion is managed by two liaison officers and is managed from within that engagement team in the quality directorate. <b>Action closed.</b></p> <p>Executive Director of Operations informed. <b>Action closed.</b></p>	
Action 3	13 December 2022	Board Update Report	An update on international	Non-Executive Directors	February 2023	An update has been provided in the Board update report to CoG and can	

			<p>recruitment to be included in the Board Update report to be received at CoG in February 20023.</p> <p>It was suggested – SHSC explore how full-time jobs are advertised in relation to part time flexible working options to make roles potentially more accessible.</p>	Heather Smith	February 2023	<p>be referenced in the presentation from the Chair of the People Committee. <b>Action closed</b></p> <p>Feedback provided to the Executive Director of People for consideration. <b>Action closed.</b></p>	
Action 4	13 December 2022	Any other business	Calendar of events – dates and days to be checked and errors amended	Amber Wild, Corporate Assurance Manager	December 2022	Calendar of events amended and recirculated to Governors on 13 December 2022. Work programme amended for receipt at CoG on 13 February 2023. <b>Action closed</b>	
Action 6	11 October 2022	Governor Buddying arrangements	Views on the approach to continue with the buddying arrangements to be sought from Governor colleagues.		Ben Duke, Deputy Lead Governor	Views were sought at the meeting. Dates for buddying sessions have been planned in advance from January 2023 in agreement with the Deputy Lead Governor and these have been circulated to all Governors. <b>Action closed</b>	
Action 7	11 October 2022	Finance presentation	It was agreed it would be helpful to add a session on finances to the Governors development plan	Amber Wild, Corporate Assurance Manager	January 2023	<p>The dates have been confirmed with the Executive Director of Finance and the Chair of the Council of Governors and included on the Governor calendar for the November Development session. <b>Action closed.</b></p> <p><b>Post meeting note: This is on 19 April 19 agenda as a workshop and the Governor calendar has been amended.</b></p>	

