



June 2023

Title of Paper: Council of Governors Action Log

Presented By: Sharon Mays, Trust Chair

Action Required:

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

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	X
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	

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: June 2023

Council of Governors– Action Log to be received in June 2023

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 1	19 April 2023	Item 8	Annual Operational Plan	A drop-in briefing session to be arranged for the following week for the Council of Governors to receive further information, provide their review and comment on the Draft Annual Operational Plan and the priorities and key deliverables for 2023/24; in advance of approval at the May Board of Directors	Following agreement of a suitable date via a Doodle poll, a session with Jason Rowlands was arranged for the 27 April 2023 feedback received was fed back to the Executive Medical Director prior to final submission to the Board. Action closed.	Jason Rowlands, Deputy Director of Strategy and Planning Amber Wild, Head of Corporate Assurance	May 2023
Action 2	19 April 2023	Item 9	Staff Survey results 2022	The Chair advised governors that a summary of the health and wellbeing offer to staff has been shared with the Board and that this would be circulated to governors	A summary has been circulated to governors attached to the action log as part of the paper bundle received in June 2023. Action closed.	Caroline Parry, Director of People Amber Wild, Head of Corporate Assurance	May 23
Action 3	19 April 2023	Item 12	Governor Elections	It was agreed to contact governors coming to the end of their term of office who were eligible to stand again to remind them to nominate themselves if they wish	Governors have been individually contacted to inform them of their eligibility to stand in the 2023 governor elections. Action closed.	Amber Wild, Head of Corporate Assurance	May 23
Action 3	19 April 2023	Item 13	Any other Business	It was confirmed that the full pack of papers would be circulated to all governor following the meeting	The bundle of papers was circulated to governors on 20 April 2023. Action closed.	Amber Wild, Head of Corporate Assurance	April 23
Actions from previous financial year which remain open – to be completed following receipt of deferred Action log							



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)

-  Action closed
-  Action complete, propose to close
-  Action ongoing
-  Action outstanding

(Action two, item nine) Workplace Wellbeing

Workplace Wellbeing service offers free confidential counselling to anyone who is struggling with work related or personal issues. The team of qualified psychological therapists can help you with a range of issues, including:

- Work related stress
- Relationship difficulties (personal or at work)
- Experience of traumatic or critical incidents
- Returning to work after a period of absence
- Informal or formal proceedings at work
- Anxiety and worry
- Depression
- Loss of confidence
- Bereavement or loss
- Bullying and harassment.

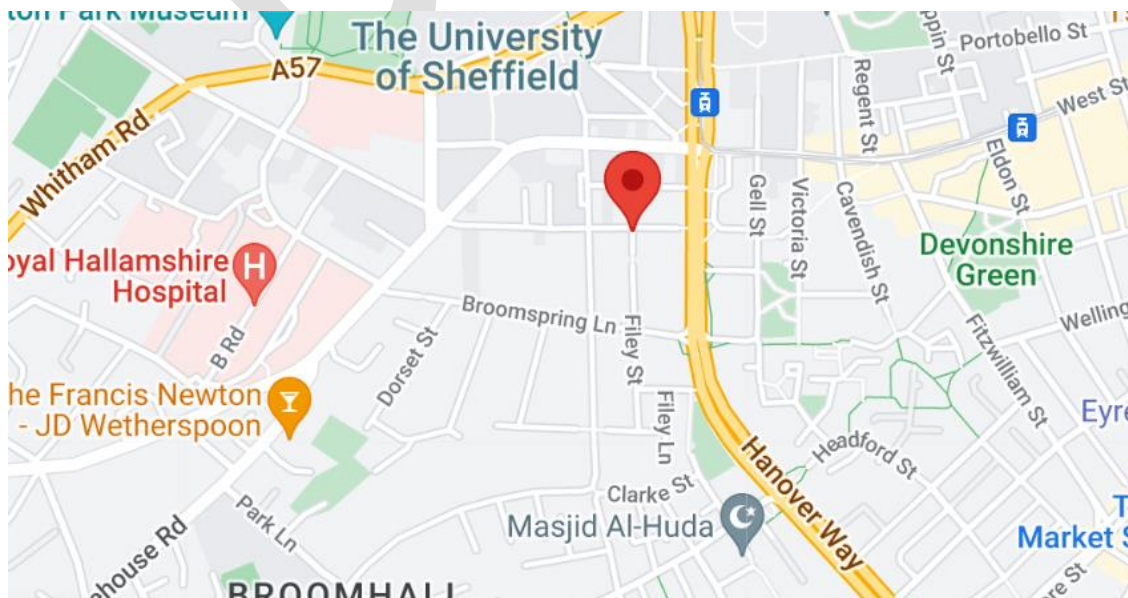
They offer a confidential, self-referral service and do not provide any identifying information without your permission. Their opening hours are 08:45-16:45 every day except Wednesday, with early or late appointments available on request.

To find out more about the support on offer and how Workplace Wellbeing can best help you, give the team a call on 0114 226 1810 to have a chat or leave a voicemail, or alternatively email workplace.wellbeing@shsc.nhs.uk

Once you've got in touch they'll give you a call or email to gather some details and offer you an appointment as soon as possible. Most appointments are offered within two weeks of contact.

The address is as follows:
30 Wilkinson Street
Sheffield
S10 2GB

Free parking and bike racks are available.



IAPT

Improving Access to Psychological Therapies (IAPT) is one of the services we provide as a Trust. It operates on a self-referral basis and delivers evidence-based psychological talking therapies with fully trained and accredited practitioners.

Once you have completed the self-referral, a Psychological Wellbeing Practitioner (PWP) will be in touch to complete an assessment with you and make a recommendation for therapy. A PWP can offer up to 6 sessions of guided self-help therapy called Cognitive Behavioural Therapy (CBT) which is based on the idea that 'what we think' affects 'how we feel'.

Our PWPs are trained to work with individuals experiencing stress, anxiety, low mood or long-term conditions such as:

- Musculoskeletal Issues & Chronic Pain
- Fatigue
- Diabetes
- Health Anxiety
- Heart Conditions
- IBS
- Long Covid
- Respiratory Conditions
- Skin Conditions
- Beyond Cancer (following successful treatment)
- Tinnitus

If one-to-one or group therapy are not right for you, IAPT also offer a number of courses covering certain areas:

- Overcoming Low Mood
- Overcoming Low Mood (Arabic & Urdu)
- Overcoming Anxiety & Worry
- Overcoming Anxiety & Worry (Arabic & Urdu)
- Mindfulness for Health
- Managing Health Anxiety
- Living Well with Pain
- Living Well with Fatigue

- Living Well with a Long-Term Condition (Low Mood)
- Managing Stress
- Living Well with a Long-Term Condition (Anxiety)

The courses run over the space of a few weeks and give you the opportunity to meet other people who are experiencing the same feelings.

To apply for individual or group therapy, or to enrol on one of the courses, you can call 0114 226 4380 or you can fill in the online referral form found at www.iaptsheffield.nhs.uk

In addition to therapy and courses, the IAPT website contains a plethora of self-help material covering the following topics:

- Anxiety
- Anger
- Bereavement
- Depression
- Panic
- Postnatal Depression
- Sleeping Problems
- Stress

To access these, visit www.iaptsheffield.nhs.uk/self-help

There are numerous other resources available on the IAPT website, including links to free apps that you might find helpful, and signposting to other help that is available.

Physiotherapy

We provide free, fast-track physiotherapy service to all staff. This service is provided by PhysioMed, who can assess you over the phone and, if you need extra support, refer you to one of their clinics. There are a few clinics to choose from, so you can choose the one that suits you best, and from there you'll be assessed by a physiotherapist who will arrange your ongoing appointments. The best part, it's free!

To refer yourself, just speak to your line manager and then complete a referral form. If you have any questions about the service provided, please contact physiotherapyreferral@shsc.nhs.uk

Westfield Health

Sheffield Health and Social Care have partnered with Westfield Health to offer our staff their Advantage Health Cash Plan for 20% off. For as little as £6.15 per month, you can claim cash back on certain health costs such as dental, optical, physiotherapy, acupuncture and chiropractic treatments. Children are included at no extra cost, and joining the plan also entitles you to discounts, such as on gym memberships.

To find out more about the Westfield Health Advantage Health Cash Plan, visit www.westfieldhealth.com/advantage-portal and enter 'SHSC' as the online joining code.



Health and Wellbeing Regional Hub

Trusts across the South Yorkshire ICB have access to a central health and wellbeing regional hub. The hub features some of the following resources:

- Mental health podcasts
- Videos led by counsellors offering bitesize tips and practical advice
- Self-help workbooks
- Signposting to NHS resources
- Articles written by experts
- Training/Courses
- Webinars

To explore the resources on offer, visit

www.sybhealthandwellbeinghub.yourcareeap.co.uk

Financial Wellbeing

The NHS has partnered with the Money Advice Service to offer financial free and independent financial support to Trust employees. The service can be accessed in the following ways:

- Free phone line
0800 448 0826
Monday to Friday 8am-6pm
Type Talk: 18001 0800 915 4622

- Text WhatsApp

Add +44 7701 342 744 to your WhatsApp to start a supportive text conversation on debt, credit or pensions guidance

- Webchat available on www.webchat.moneyadviceservice.org.uk

In addition to free impartial advice, there is also additional resources available on the Money Advice Service website, such as pre-recorded webinars. Go to www.moneyhelper.org.uk for more information.

Menopause Support

We have SHSC menopause advocates who are here to offer advice, support and training:

- Sharon Booth – sharon.booth@shsc.nhs.uk
- Julie Marsland – julie.marsland@shsc.nhs.uk
- Sally Hockey – sally.hockey@shsc.nhs.uk

In addition, we are now hosting Menopause Cafés, workshops and additional events which you can find more information about by going to www.jarvis.shsc.nhs.uk/audience/menopause

For further information, the Royal College of Nursing also provides information about the menopause which can be found on their website www.rcn.org.uk

Support to Quit Smoking

We offer a range of support to help you quit smoking, including nicotine replacements for up to 12 weeks, and reasonable time off for appointments if pre-approved by your line manager. For more information, please contact pete.stewart@shsc.nhs.uk or go to www.yorkshiresmokefree.nhs.uk

Weight Management Programme

This programme offers NHS staff free, online access to a 12-week weight management programme which is designed to be personally tailored to support you on your journey to a healthier lifestyle. As a digital programme, it can be used anywhere, allowing you to complete the programme in your own time, at a pace that works for you.

All NHS staff are eligible if aged over 18, and if they have a BMI of 30 or higher (27.5 in Black, Asian, and Minority Ethnic groups due to increased risk of conditions such

as Type 2 diabetes at a lower BMI). This programme is not suitable for those who are pregnant, those with an active eating disorder, or those who have undergone bariatric surgery within the last 2 years. For more information or to sign up, visit www.england.nhs.uk/supporting-our-nhs-people/support-now/digital-weight-management-programme-for-nhs-staff

If you aren't eligible for this programme, there are other resources available at www.nhs.uk/better-health/

Alcohol Support

If you feel that your drinking is starting to affect your quality of life, or those around you, you can ask for support to make changes to your alcohol usage. Sheffield Treatment and Recovery Team (START) offer free support to anybody aged 18+ and you can also ask for support if you are affected by somebody else's drinking.

Once referred, you will usually be offered an appointment within 7 days for an assessment, and support can come in the form of accessing talking therapies, getting support from medical & nursing teams, or peer support groups.

Referrals are accepted from GPs and other professionals, self-referral, or walk-ins at the following address:

42 Sidney St

Sheffield City Centre

S1 4RH

To self-refer, you can email sct-ctr.fitzwilliamcentreferrals@nhs.net or call

0114 305 0500

Sleep

SHSC runs an Understanding Insomnia & Improving Sleep Course which can be accessed by referral from a GP or mental health worker. The course has been designed to help those suffering from prolonged sleep difficulties which are having an impact on day-to-day living. The course runs for 2 hours a week over 5 weeks and covers the following topics:

- Week 1: Understanding Sleep
- Week 2: Managing Disruptions and Sleep Schedules
- Week 3: Medication and Mindfulness
- Week 4: Stress and Unhelpful Thinking
- Week 5: Managing Tiredness and Bring It Together

The courses run throughout the year, for a schedule or for more information, call 0114 226 2660

Apps

There are a number of apps out there that are aimed towards health and wellbeing, and a few of them have been made available for free to NHS staff.



Unmind helps you lead a more balanced and fulfilling life by nourishing your mind. It offers personalised tips based on science and bite-size tools for learning and development. On occasion they run webinar events which you will receive invitations to after signing up. To sign up, visit www.nhs.unmind.com/signup and enter your work email address to get started.



Headspace provides guided meditations and courses to help create a balanced and better mood. It also features guided gentle exercise routines to train your body as well as your mind, and self-help articles. To sign up, visit www.headspace.com/nhs

More available apps can be found at www.england.nhs.uk/supporting-our-nhs-people/support-now/wellbeing-apps/

Staff Side

We work closely with trade unions to ensure the rights of staff are protected and that your voices are heard. You'll often hear the term 'Staff Side' used when we're talking about this.

Staff Side is a group of elected members who represent the different recognised trade unions we work with.

They are the voice of Team SHSC and work together with the organisation to raise important issues on behalf of staff, for example planned organisational changes, policies, pay and working conditions.

Staff Side attend Joint Consultative Forums (JCFs) to represent the views of staff and negotiate on behalf of all union members.

To take advantage of this representation, you would need to join one of the following recognised trade unions:

UNISON

Website: www.unison.org.uk

Email: unisonsheffieldcommunityhealth@outlook.com

Local branch: 0114 2716154

Regional office: 01274 434100

National helpline: 0800 0857 857

Legal helpline: 0808 2522 783

British Medical Association

Website: www.bma.org.uk

National helpline: 0300 123 1233

Email: support@bma.org.uk

Royal College of Nursing

Website: www.rcn.org.uk

National helpline: 0345 7726 100

Email: yorkshire.andhumberregion@rcn.org.uk

UNITE the Union

Website: www.unitetheunion.org

National helpline: 0845 6041 399

Legal helpline: 0800 709 007

GMB the Union

Website: www.gmb.org.uk

National helpline: 0345 337 7777

Email: sheffield.office@gmb.org.uk

If you have anything that you would like to speak to Staff Side about, you can contact any member of the group below.

- Chair - Susan Highton (UNISON)
- Vice Chair, PA and Governor - Julie Marsland (UNISON)
- Administrator - Emma-lee Bayliss (UNISON)

Other representatives

- Shahid Ali (UNISON)
- Tim Barber (UNISON)
- Stella Garnham (UNISON)
- Rachel Theaker (UNISON)
- Susan Burns (RCN)
- Asif Mawji (UNITE)

Staff Network Groups

Our staff network groups give you a chance to come together with people in a similar position to you, discuss issues and share your experiences with friendly likeminded people.

The groups are open to anyone to join. You can find out more about our each of our staff network groups, including how to get involved, by visiting www.jarvis.shsc.nhs.uk/team-shsc/staff-network-groups

There are the following Staff Network Groups up and running at the moment:

- Active Travel Group
- COVID-19 Staff Support Forum
- Ethnically Diverse Staff Network Group
- Rainbow Staff Network Group
- Supervision Network
- Assistant Psychologist Group
- Disability Staff Network Group
- Lived Experience Staff Network Group
- Staff Carers' Network Group
- Women's Staff Network Group

Coaching, Leadership & Mentoring

We all have career goals no matter how big or small they are.

Developing as an individual can not only help you reach these goals, it also has a hugely beneficial impact on the team or service you work in, and ultimately the entire organisation.

We want to help you achieve your goals and there are lots of helpful programmes and schemes available to help you do just that.

Our offer is broken down into three main areas – coaching, leadership and mentoring.

Coaching

Coaching is a great way to help develop your skills, knowledge and confidence. Whether you are a leader offering your coaching skills, or you are looking for a coach to inspire you and help achieve your goals, we have a coaching opportunity for you.

Coaching isn't job specific, anyone can coach or be coached. It's about listening, asking questions and offering advice based on your own professional and personal experience. The types of coaching on offer are as follows:

- Coaching at the Frontline
- Coaching for Leadership
- The Coaching Service

Coaching at the Frontline

The 'Coaching at the Frontline' programme is for anyone who would like to develop coaching skills to support the way that they work with others.

It's a three day coaching programme where you will develop coaching skills that can be used in everyday conversations with the people you manage, staff you supervise and colleagues. It will give you the skills to have conversations that enable others to identify their own solutions, develop their skills and achieve their potential.

The programme will be delivered in three modules that will include:

- Defining coaching and exploring how, when and where coaching can be used in your work role
- Outlining the principles, practices and mindsets underpinning using a coaching approach
- Outline the importance of trust, challenge, support and feedback in coaching conversations
- Highlight the challenges of authority and confidentiality in the coaching relationship
- Consider how coaching can meet the needs of the wider system
- Instruction in coaching skills and models
- Practicing coaching skills.

Modules one and two run on two consecutive days. Participants will have an opportunity to use the skills learned in everyday conversations before attending module three, which will be run a couple of weeks later.

You must be able to attend all three days to attend the course.

Please ensure you have support from your line manager before you apply as places are limited, contact training@shsc.nhs.uk to enquire about course dates and to apply.

Coaching for Leadership

Coaching for Leadership is a workshop designed to help you develop your coaching skills that can be used in everyday conversations with the people you manage, staff you supervise and colleagues.

It will give you the confidence to have conversations that enable others to identify their own solutions, develop their skills and achieve their potential.

The workshops include:

- Outlining the principles, practices and mindsets underpinning using a coaching approach
- Outline the importance of trust, challenge, support and feedback in coaching conversations
- Highlight the challenges of authority and confidentiality in the coaching relationship
- Consider how coaching can meet the needs of the wider system
- Instruction in coaching skills and models
- Practicing coaching skills

All of the workshops are running online using Microsoft Teams. Please contact training@shsc.nhs.uk to enquire about workshop dates.

The Coaching Service

The SHSC Coaching Service is a pool of trained coaches who can provide one-to-one coaching at anyone in the Trust who wants to improve their performance or who may be facing challenges.

This service may be useful to you if you are:

- in a new leadership role
- in a period of transition
- managing changes
- struggling with leadership or performance issues
- looking to explore your approach to leadership.

If you decide that you'd like to look into coaching you will be able to choose a coach and then, after discussing with them what you want to achieve from

coaching, agree the duration and frequency of coaching that will best meet your needs.

How do I access the Coaching Service?

The first thing you need to do is pick a coach that you would like to work with. You can take a look at our list of coaches and their bios at www.jarvis.shsc.nhs.uk/all-about-me/coaching-leadership-and-mentoring/coaching-service

You need to let us know which three coaches you would be happy to work with, ranking them in order of preference. Once you have selected your coach preferences send through the details to SHSCCoachingadmin@shsc.nhs.uk

Before getting in touch please consider whether you are able to commit to coaching and set aside time for it.

Mentoring – Walking Alongside

Walking Alongside Mentoring is a safe, non-judgmental space for thinking, offering empathy and support for health and social care colleagues.

Walking Alongside offers a clear pattern of support where a facilitator accompanies you through a structured conversation of six steps. The process will have an agreed time boundary within an offer of around four to six sessions according to your needs.

We hope this process provides you with a space for reflection, an opportunity to process, to make sense of things, and perhaps to sit more comfortably with not understanding when things don't make sense.

Walking Alongside builds upon and gratefully acknowledges the peer mentoring approach developed by Susy Stirling, Dean of Future Leaders Programme, HEE England.

Who can Walk Alongside?

This invitation is open to anyone wishing to access a listening space where the focus is not on giving a response or advice but on Walking Alongside. We believe that when you come to share an experience or challenge you are facing that you are your own best resource to identify ways forward and the Walking Alongside process is there to accompany you on your journey.

What are the benefits?

We aim to provide a space for reflection, processing, understanding, and coming to terms with not understanding. Walking Alongside is centred in being in a space together where the focus is not on giving a response or advice. We want to

facilitate a process where reflection on positive, as well as negative, experiences can support an exploration of what it means to have the choice about where we focus our thoughts.

Walking Alongside adds to the SHSC model of support without duplicating supervision, coaching, or Workplace Wellbeing.

If you would like to Walk Alongside one of our mentors or you would like to find out more, please email walkingalongside@shsc.nhs.uk

Mentoring BAME Colleagues

The BAME mentoring programme brings together senior leaders and staff who identify as Black, Asian and Minority Ethnic (BAME) to provide reciprocal mentoring.

Reciprocal mentoring can have a huge impact on advancing the career aims of groups under-represented in leadership roles, particularly BAME staff, and in improving organisational performance through a more inclusive leadership.

This programme is different from the traditional model of mentoring which is aimed at focusing learning from the senior mentor to the more junior mentee. The reciprocal nature means that there is a mutual transfer of knowledge and exchange of experience and learning.

The programme is voluntary and aims to:

- Optimise the career development of the mentee
- Create a safe learning relationship for mutual learning about professional, personal and cultural similarities and differences
- Improve the adaptability of both mentor and mentee through increased confidence and capability

Mentee roles, responsibilities and outcomes

Roles and responsibilities

- Share experience, insights and perceptions
- Provide acceptance, encouragement and moral support
- Provide wisdom, advice, counsel and coaching
- Support professional development as an inclusive leader
- Challenge and encourage appropriately to facilitate growth

Outcomes

- Achievement of personal professional development objectives
- Support of inclusive leadership development of mentor
- Contribution to organisational progress on diversity and inclusion

Mentor roles, responsibilities, and outcomes

Roles and responsibilities

- Provide acceptance, encouragement and moral support
- Provide wisdom, advice, counsel and coaching
- Act as a sponsor and support networking efforts
- Assist with the navigation of professional settings, institutions, structures and politics
- Facilitate professional development
- Challenge and encourages appropriately to facilitate growth

Outcomes

- Achieve personal objectives
- Support professional development of mentee
- Contribute to organisational progress on diversity and inclusion

If you would like to find out more about the BAME mentoring project please email philip.jonas@shsc.nhs.uk

Chaplaincy

Our multi-faith team of chaplains and trained chaplaincy volunteers provide specialist religious, spiritual and pastoral care. Camran, Sally, Siobhan and Tim provide support to service users in our inpatient wards, their families and carers, and also support for staff.

The team offers support to everybody, regardless of faith, ethnicity, culture, gender or sexual identity. The spiritual part of someone's life can be an aid towards recovery and a source of comfort and strength during times of stress and anxiety.

It can help us to find a sense of hope for the future. Spiritual care offers the space to explore questions and is rooted in compassion.

The team are available to spend time with anyone who needs a listening ear and would like to talk through their experience. We encourage staff to use our multi-faith chapels and prayer rooms to take a break and sit, reflect or pray.

For more information, you can speak to the team on 0114 271 8022, or email chaplains@shsc.nhs.uk

DRAFT