



**October 2023**

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

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

**Action Required:**

<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	
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:** 18 October 2023

## Council of Governors– Action Log to be received in October 2023

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
<b>To note:</b> actions for 2023/24 for Council of Governors will be numbered rising from 1. This began with the April 2023 actions which have since been closed and archived, following agreement at the June meeting.							
<b>Action 4</b>	22 <sup>nd</sup> June 2023	Item 3	Action Log	Governors asked to put themselves forward to observe ARC. A review of committee attendance will take place in six months	Julie Kitlowski volunteered to observe ARC and attended the meeting in July.  A six-month review will take place before the Council of Governors meeting in December.	Amber Wild, Head of Corporate Assurance	October 2023  December 2023
<b>Action 5</b>	22 <sup>nd</sup> June 2023	Item 3	Action Log	An update of the progress on the Annual Operational plan will be presented to the Council of Governors and timing of this will be confirmed and added to the work programme	An update will be presented to the December meeting, and this has been noted on the work programme. <b>Action closed.</b>	Amber Wild, Head of Corporate Assurance	October 2023
<b>Action 6</b>	22 <sup>nd</sup> June 2023	Item 4	Clinical and Social Care Strategy Programme update	The 5 objectives the Learning Disability teams have put forward which relate to clinical and social care strategy, for their business plans 2023/2024 will be shared.  The 10 recommendations / improvements that have come as a result of coproduction for the learning disability programme will also be shared.	This information will be circulated to governors following Executive Lead approval in the week commencing the 16 <sup>th</sup> October.	Amber Wild, Head of Corporate Assurance	October 2023
Action 7	22 <sup>nd</sup> June 2023	Item 6	Feedback from governors from constituencies and any key meetings	it was agreed that materials from the NHS providers Governor in	The link to resources has been circulated to governors. <b>Action closed.</b>	Amber Wild, Head of Corporate Assurance	October 2023




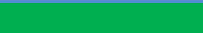


Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
				Focus conference would be shared with the group.			
Action 8	22 <sup>nd</sup> June 2023	Item 6	Feedback from governors from constituencies and any key meetings	Work on creating a more diverse Council of Governors to be incorporated into the Membership and Engagement session taking place in September.	This was incorporated into the planning for the session that took place on 25 September 2023. However, it is recognised more work on this will be required as we update the new membership engagement strategy - <b>Action closed.</b>	Deborah Lawrenson, Director of Corporate Governance.	October 2023
Action 9.1	22 <sup>nd</sup> June 2023	Item 7	Board update report	Detail on learning disability waiting lists and Voluntary Community and Social Enterprise Partnerships and Co-Production.	The information has been circulated to governors. <b>Action closed.</b>	Heather Smith, Non-Executive Director and Neil Robertson, Director of Transformation.	October 2023
Action 9.2	22 <sup>nd</sup> June 2023	Item 7	Board update report	Detail on strengthening VCS partnerships to be shared with governors.	Information on partnerships is attached as an appendix to the board report to COG. <b>Action closed.</b>	Heather Smith, Non-Executive Director and Neil Robertson, Director of Transformation.	October 2023
Action 10	22 <sup>nd</sup> June 2023	Item 10	Council of Governors review of effectiveness	Review of Effectiveness progress update to be added to the work programme	This has been added to the work programme and an update on progress is provided as an appendix to item 9 at the October meeting. <b>Action closed.</b>	Amber Wild, Head of Corporate Assurance.	October 2023
Action 11	22 <sup>nd</sup> June 2023	Item 11	Audit and Risk Committee Chair of committee presentation	The Freedom to Speak Up Guardian would be asked to attend the staff drop-in session with the Chair during Speak Up month and this will be planned into the calendar.	The Freedom to Speak up Guardian attended the staff drop in on 5 <sup>th</sup> October 2023 and this has been added to the governor calendar. <b>Action closed.</b>	Amber Wild, Head of Corporate Assurance.	October 2023



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 12	22 <sup>nd</sup> June 2023	Item 11	Audit and Risk Committee Chair of committee presentation	It was agreed that an External Audit working group would be set up by the finance team and with support from governors who were asked to put forward nominations.	Chris Digman and Dave Swindlehurst have agreed to take part and have confirmed dates for November 2023. <b>Action Closed.</b>	Deborah Lawrenson, Director of Corporate Governance.	October 2023
Action 13	22 <sup>nd</sup> June 2023	Item 12	Governance report	Governors were asked to check their declarations prior to onward receipt at the Audit and Risk Committee in June, and prior to publishing on the website and advise if any amendments are required.	No amendments were requested following the deadline. <b>Action closed.</b>	All governors	June 2023
Action 14	22 <sup>nd</sup> June 2023	Item 12	Governance report	Governors to advise of their interest to participate in Place assessments by the end of August.	Expressions of interest were received by governors and Place assessments have taken place in the week commencing the 25 September 2023. <b>Action closed.</b>	Amber Wild, Head of Corporate Assurance.	October 2023
Action 15	22 <sup>nd</sup> June 2023	Item 14	Quality Account	It was agreed that the quality Account would be reviewed to reflect the disproportion of people from diverse communities' being on the inpatient wards and therefore being more likely to be secluded. A note that outlines progress in these areas will be circulated to the Council of Governors.	The information has been circulated to governors. <b>Action closed.</b>	Tania Baxter	October 2023
Action 16	22 <sup>nd</sup> June 2023	Item 14	Quality Account	Data regarding Respect training on Stanage ward to be reviewed and an	The information has been circulated to governors. <b>Action closed.</b>	Tania Baxter	October 2023



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
				update circulated to the Council of Governors			

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