



April 2024

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	<input type="checkbox"/>
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	<input type="checkbox"/>
Determining the remuneration of the Chair and non-executive directors	<input type="checkbox"/>
Appointing or removing the trust's auditor	<input type="checkbox"/>
Approving or not the appointment of the trust's chief executive	<input type="checkbox"/>
Receiving the annual report and accounts and auditor's report	<input type="checkbox"/>
Representing the interests of members and the public	<input type="checkbox"/>
Approving or not increases to non-NHS income of more than 5% of total income	<input type="checkbox"/>
Approving or not acquisitions, mergers, separations and dissolutions	<input type="checkbox"/>
Jointly approving changes to the trust's constitution with the Board	<input type="checkbox"/>
Expressing a view on the Trust's forward plans	<input type="checkbox"/>
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	<input type="checkbox"/>
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.	<input type="checkbox"/>
Monitoring the Trust's performance against its targets and strategic aims	<input type="checkbox"/>

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 2024





Council of Governors– Action Log to be received in April 2024

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
To note: actions for 2024/25 for Council of Governors will be numbered rising from 1. This began with the April 2024 actions.							
Action 26	22 February 2024	Minutes of the Council of Governors meeting held on 19 December 2023	2	Data on the uptake of vaccinations from minority ethnic groups and detail on how this has been considered by the board in vaccination campaigns to be circulated to governors, for additional information.	The data along with a description of the actions taken to target specific groups during vaccination campaigns have been circulated to the Council of Governors and will be considered for future reporting. Action closed.	Caroline Parry/ Mark Dundon	April 2024
Action 27	22 February 2024	Minutes of the Council of Governors meeting held on 19 December 2023	2	Ensure the link to public board of directors meeting are on the website and email this to governors before the meeting.	All links for 24/25 have been sent to the SHSC communications team to be published on the website. A reminder email was sent to Governors with a link prior to the March Board meeting and will continue for the remainder of the year. Action closed.	Amber Wild/ Bethan Devonald	April 2024
Action 28	22 February 2024	Feedback from Governors from constituencies and any key meetings	7	It was highlighted that communication with members of the Bi-Polar group in relation to the Community mental health transformation required addressing as it had been feedback there was a lack of understanding of key changes. The Chair asked for further discussion on the issue outside of the meeting, to ensure this is followed up with appropriate colleagues in the Trust.	A meeting is arranged for Friday 2 nd May with the Deputy Chair and the Senior Head of Service. Propose action to be closed.	Heather Smith/ Salli Midgley	April 2024

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 29	22 February 2024	People Committee Chair of committee presentation	9	It was agreed that DP would share details of the vacancy that had taken four months, to support this being looked at in more detail.	Meeting took place on 18 th March between Dave Palfreyman and Caroline Parry, where assurance was given on these issues. Action closed.	Dave Palfreyman/ Caroline Parry/ Mark Dundon	April 2024
Action 30	22 February 2024	People Committee Chair of committee presentation	9	It was agreed that MD and CP would be invited to attend a staff governor drop-in session once a year to receive and provide feedback.	Staff drop-in sessions have been scheduled into calendars for Mark Dundon and Caroline Parry. Action closed.	Bethan Devonald	April 2024
Action 31	22 February 2024	People Committee Chair of committee presentation		It was confirmed that benchmarking was taking place where possible against other Trusts and it was requested that comparative data could be included in future reports	This has been taken forward and noted to take forward for reporting to People Committee. Action closed.	Mark Dundon/ Caroline Parry	April 2024
Action 32	22 February 2024	Draft strategic priorities 2024/25	10	It was agreed that feedback from BC about having carers more centrally placed in the priorities will be reflected into the Board development session.	This was reflected in the presentation to Board in February. The strategic priorities 2024-2025 will be presented to CoG in April with reference to the board discussion around ensuring the plan communicates appropriately the focus on carers and service users. Action proposed to be closed following receipt of this item at the meeting.	Jason Rowland	April 24
Action 33	22 February 2024	Draft strategic priorities 2024/25	10	It was agreed that the list of voluntary organisations the Trust works with would be shared with governors.	The list of voluntary organisations has been circulated to the Council of Governors. Action closed.	Jason Rowlands/ Amber Wild	April 2024



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 34	22 February 2024	Draft strategic priorities 2024/25	10	In relation to clarification of when the new enhanced learning Disabilities service will go live, it was agreed that a timetable would be sought from the LD Transformation Programme.	It has been confirmed that the target date for the new model being operationalised is 01/07/2024. A meeting has taken place with the Executive Medical Director and DS on the 17 th April 2024. The timeline is pending receipt and will be circulated when available. Action ongoing.	Amber Wild	April 2024

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