

## Council of Governors: Summary Sheet

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

**Presented By:** Jayne Brown OBE, 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	
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	

**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:** Sam Stoddart

**Designation of Author:** Deputy Board Secretary

**Date:** July 2018

## Council of Governors 2018/19 – Action Log and Bring Forward

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 54/04	Matters Arising	Service User Engagement: Chair to discuss user engagement with QAC Chair	Jayne Brown	26/07/18	November 2018	
CoG 54/04	Matters Arising	Referring to CoG 53/14 performance report and query regarding the co-production of CPAs.	Phil Easthope	26/04/18	18/10/18	
CoG 54/06	Governor Questions	Trust Chair to speak with B Critchlow regarding her question regarding the CMHT reconfiguration	Jayne Brown	26/07/18	18/10/18	
CoG 54/06	Governor Questions	Chair of QAC to consider continuity of care and case management as part of deep dive process.	S Keene	26/07/18	18/10/18 deferred to December 2018	
CoG 54/04 (e)	Matters Arising	Chair of Care Opinion to be invited to a future CoG	Margaret Saunders	26/07/18	Dec 2018	Query align with presentation on service user engagement – due Dec 2018 – reviewed by Exec Med Dir – to be brought to Feb 2019 meeting
CoG 54/04(e)	Performance Report	Service user engagement presentation to a future CoG	Mike Hunter	26/07/18	Dec 2018	Suggested by Exec Med Director to align with item

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						above and bring to Dec CoG - reviewed by Exec Med Dir – to be brought to Feb 2019 meeting
CoG 54/06	Governor Questions	Clive Clarke to speak with Scott Weich regarding service redesign methodologies	Clive Clarke	26/07/18	18/10/18	These two items have converged. CC met with Scott Weich (SW) and Mike Hunter. SW to work with PMO to develop a proposal for the evaluation of the CMHT reconfiguration
CoG 54/13	CEO Update	Organisation tasked to undertake review of CMHT reconfiguration to present to CoG beforehand	C Clarke	26/07/18	to be arranged	
CoG 51/5	Accountable Care Partnership	Chair agreed to continue to share information as it becomes available	Jayne Brown	14/12/17	ongoing	
CoG 53/12	Safety Huddles	Vin Lewin presented to CoG on 26/5/18. Requested to bring the topic back to a future meeting – date not confirmed – to discuss its application and outcomes	Vin Lewin	26/04/18	17/01/2019	To be scheduled for Feb 2019
CoG 49/11	Transitions	Kevan Taylor suggested a number of governors meet to consider the issue of transition into different services and to consider meeting with governors at Sheffield Children’s Hospital.	Sam Stoddart	14/7/17	taken off CoG Agenda – separate session	CoG 52/10 meeting confirmed as having taken place. Agreement to invite appropriate person to present on action plan.  CoG 52/04 CoG updated. Item closed  CoG 54/05 raised again and CEO asked to bring report

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						to next CoG therefore item now in progress – Follow CoG task group that certain items should be the subject of separate sessions, agreed with the Chair for this item to be taken off the agenda and a session identified to discuss this in more detail. ITEM CLOSED
CoG 53/14	Performance Report	The Trust to explore how it can include qualitative information on service user experience and engagement in the performance report	Mike Hunter	26/04/18	26/07/18	Verbal response provided at 26/7/18 CoG. ITEM CLOSED
CoG 51/12	CMHT Reconfiguration	To be a standing agenda item for the foreseeable future	Margaret Saunders	14/12/17	ongoing	Item now to be removed as standing item. ITEM CLOSED
CoG 53/07	CMHT Reconfiguration Update	Clive Clarke to inform CoG when Community Hubs will be established.	Clive Clarke	26/04/18	26/07/2018	Verbal update provided at 26/7/18 CoG ITEM CLOSED
CoG 53/13	NRC Representatives	Chair invited a service user, carer and public governor to volunteer to sit on the Committee	Jayne Brown OBE	26/04/18	ASAP	Adam Butcher volunteered for service user governors John Buston volunteered for public governors No volunteer for carer governors. Raised again on 26/7/18 – no carer rep identified. ITEM CLOSED

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CoG 53/14	Performance Report	Analysis of DNAs to be included in the Performance Report	Phil Easthope	26/04/18	response by 26/07/18	Verbal response provided by Exec Finance Director at 26/7/18 CoG. Review of performance report taking place. ITEM CLOSED
CoG 53/14	Performance Report	Dashboard to include information relating to national targets in the Eating Disorders service relating to under 18s	Phil Easthope	26/04/18	response by 26/07/18	Verbal response provided by Exec Finance Director at 26/7/18 CoG. Review of performance report taking place. ITEM CLOSED
CoG 54/04	Matters Arising	Questions raised by T Proudfoot regarding the performance reports following the December 17 and Feb 18 CoGs are outstanding	Phil Easthope	26/07/18	asap	Questions fully responded to by email from Phil Easthope on 13 and 14 August 2018. ITEM CLOSED
CoG 54/06	Governor Activities	Mark Gamsu to provide information to CoG on the consultation on emergency primary care	Mark Gamsu	26/07/18	18/10/18	presentation circulated by email on 15/8/18 ACTION CLOSED
CoG 54/09(b)	NED Appraisal	Governors to have opportunity to send comments on proposed process to S Stoddart for consideration by NRC	S Stoddart	26/07/18	03/08/18	CoG emailed 27/7/18 asking for comments by 1/8/18. Comments collated and shared with NRC on 3/8/18. Changes made to process to reflect some of comments made. ITEM CLOSED
CoG 54/11	Performance Report	Performance Overview Group to be reinstated – 3 times a year	S Stoddart	26/07/18	date confirmed	23/1/19 @ 10am, Conf Suite

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						15/5/19 @ 10am, Conf Suite 02/10/19 @ 10am, Room 107 ITEM CLOSED
CoG 52/01	CoG Task and Finish Group	Toby Morgan, Scott Weich, Terry Proudfoot and Adam Butcher agreed to be part of a time limited task and finish group to plan CoG agendas	Jayne Brown	15/02/18	09/04/18	Met 09/4/18. Reported to CoG 26/4/18 (CoG 53/05b). Group to meet again and report back to future CoG.  Meeting scheduled for 22/6/18 but cancelled due to unavailability. To be rescheduled following July CoG  Meeting took place on 7/9/18. Suggestions discussed and proposals sent to Chair and Lead Governor. Proposals agreed and shared with governors by email on 20/9/18 ITEM CLOSED
CoG 54/06	Governor Activities	Clive Clarke to investigate the 120 service users previously care for by the Trust	Clive Clarke	26/07/18	18/10/18	JJ email 16/10/18 received assurance that all SUs received care ITEM CLOSED
CoG 54/09(a)	NED Reappointment	CoG requested a revision to the constitution requiring a ¾ of governors present to vote in	M Saunders	26/07/18	06/12/18	On agenda

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		favour of reappointment of a NED				
CoG 54/10	ACR Phase II	Richard Mills to provide NED assurance as part of standing agenda item	Richard Mill	26/07/18	Ongoing	Scheduled for 6/12/18 meeting and each meeting thereafter

**Key**

-  Action complete
-  Action ongoing
-  Action outstanding