

28 July 2016  
Item No 4

## Council of Governors: Summary Sheet

**Title of Paper:** Council of Governors Matters Arising and Action Log

**Presented By:** Jayne Brown OBE

**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	
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:** 12<sup>th</sup> July 2016

## SHSC COUNCIL OF GOVERNORS – ACTION LOG & BRING FORWARD

### OPEN

Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 40/8	PLACE Report	Question from Cllr Adam Hurst regarding staffing levels on wards and how they impact on the ability to provide meaningful activities	Clive Clarke Deputy Chief Executive	17.12.15	May 2016	Answer provided to 5 <sup>th</sup> May meeting
CoG 41/5	Restrictive Practices	Dr Warner to report back to Council in six months' time	Dr Warner	02.03.16	September 2016	To be added to the Council forward planner
CoG 41/8	Performance Report – incident on Burbage Ward	Clive Clarke to follow up and identify why the incident was not included in the report.	Clive Clarke, Deputy Chief Executive	02.03.16	28.07.16	
CoG 41/8	Performance Report – missing persons report	Quality Assurance Committee looking into issue of why Burbage has the highest missing persons rate and to report back in the future	Clive Clarke, Deputy Chief Executive	02.03.16	28.07.16	
CoG 42/9	CQC Unannounced Visit	Feedback from the outcome to be reported to CoG	Kevan Taylor Chief Executive	05.05.16	28.07.16	
CoG 42/10a	Governor Feedback	Governors to be surveyed on different formats for feeding back. Report back on results to a future meeting.	Sam Stoddart Deputy Board Secretary	05.05.16	July or Sept Meeting	Survey issued – report being completed
CoG 42/13	Substance Misuse Service	Service to present to Council after the tender process has ended	Clive Clarke Deputy Chief Executive	05.05.16	Sept or Nov Meeting	

Key:

	<b>Action Complete</b>
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SKRS/May 2016