

Council of Governors: Summary Sheet

24th November 2016
Item No 4

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

Presented By: Jayne Brown OBE, 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: Sam Stoddart

Designation of Author: Deputy Board Secretary

Date: November 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 th 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	Answered at 28.7.16 meeting
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	Answered at 28.7.16 meeting
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	Holding statement at 28.7.16. Formal report to be presented to CoG in Sept or Nov depending on when it is published. Formal report sent to all governors in August
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	completed – taken to 8/9/16 meeting
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	completed – Chris Wood presented to 8/9/16 meeting
CoG 44/10	User and Carer involvement in ACR	Kevan Taylor to provide written feedback to Council outside of the meeting.	Kevan Taylor, Chief Executive	28.07.16		completed – provided at 8/9/16 meeting and emailed to all governors on 9/9/16
CoG 44/10	Substance Misuse Service Performance Indicators	Jason Rowlands to meet with Rosemary de Ville to discuss the matter in more detail.	Jason Rowlands	28.07.16	asap	superceded by attendance of Chris Woods at CoG in September 2016
CoG 44/10	Primary Drug Treatment	Question from Terry Proudfoot – Jason Rowlands to report back to next Council	Jason Rowlands	28.07.16	08.09.16	

Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 44/13	STP update	Chief Executive to bring a future update to Council	Kevan Taylor	28.07.16	next 4-6 months	Deputy Chief Executive gave verbal update on 8/9/16
CoG 45/5	CMHT Reconfiguration	Chair to keep CoG apprised of developments following receipt of paper at a future Board	Jayne Brown	08.09.16	next 2-4 months	
Cog 45/11	STP update	Chair to update CoG following attendance at a Chair's STP event on 12/9/16	Jayne Brown	08.09.16	24.11.16	
CoG 45/11	Section 75 Partnership Agreement	Deputy Chief Executive to update CoG on progress in replacing agreement with contract.	Deputy Chief Executive	08.09.16	24.11.16	
CoG 45/12b	Governor Questions to Board	Deputy Chief Executive to follow up on 2 outstanding questions (carers support and 5 year forward view for mental health)	Deputy Chief Executive	08.09.16	within a month	Carers support question answered 13/9/16

Key:

	Action Complete
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SKRS/ updated 2.8.16