

## Council of Governors: Summary Sheet

26 April 2018  
Item No 4

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

**Presented By:** Jayne Brown OBE, 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	<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:** April 2018

## Council of Governors 2017/18 – Action Log and Bring Forward

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 49/8b	Benchmarking report	CoG to receive Benchmarking report anticipated in October 2017	Kevan Taylor	14/7/17	Oct 17	<p>Raised in Oct CoG 50/4e. Report still unavailable            Raised in Dec CoG 51/4a. Report still unavailable. If not available before Feb 2018 CoG the Council should receive a copy of the original report.</p> <p>Original report sent 26/2/18</p>
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	tba	<p>Madeleine Parry and Judith Green from SCH approached. Fed back that liaison is taking place between with Director of Nursing and Quality on the issue and that a lot of work is taking place in this area. Response still outstanding. May be superseded by the discussions taking place between executives of the two hospital Trusts.</p> <p>CoG 51/4 (Dec 17) Kevan</p>

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
						<p>Taylor informed governors a meeting has been arranged with Sheffield Children's Hospital for January 2018. It was agreed that Item 10, Transitions Work: From Children's to Adult Services, be postponed until this meeting has taken place.</p> <p>CoG 52/10 meeting confirmed as having taken place. Agreement to invite appropriate person to present on action plan.</p>
CoG 50/9	Delayed discharges	Greg Fell, Director of Public Health to be invited to present at a future meeting.	Margaret Saunders	19/10/17	tba	Agreement at CoG task group of 9/4/18 to remove this item.
CoG 51/5	Accountable Care Partnership	Chair agreed to continue to share information as it becomes available	Jayne Brown	14/12/17	ongoing	
CoG 51/5	Accountable Care Partnership	Jim Milne, Responsible Officer across Sheffield for the Mental Health & Learning Disability Delivery programme to be invited to a future meeting	Margaret Saunders	14/12/17	15/02/18	presentation deferred to 26/4/18 which was subsequently deferred again. Chair agreed at CoG task group on 9/4/18 to speak to Mr Millns directly.
CoG 51/9	Quality Objectives	Governors to consider which of the 3 quality objectives External	Tania Baxter	14/12/17	15/02/18	Completed

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
		Auditors should be required to audit. Item to be brought back to Feb 2018 meeting.				
CoG 51/12	CMHT Reconfiguration	Governors to be provided with information about the support given to carers during the reconfiguration	Kevan Taylor	14/12/17	15/02/18	
CoG 51/12	CMHT Reconfiguration	To be a standing agenda item for the foreseeable future	Margaret Saunders	14/12/17	ongoing	ongoing
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	Completed

**Key**



= action complete