

Council of Governors: Summary Sheet

Title of Paper: Council of Governors 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: July 2018



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



Sheffield Health
and Social Care
NHS Foundation Trust

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</p> <p>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> <p>CoG 53/05a new report received and will be circulated to CoG prior to July 2018 meeting</p> <p>Circulated 12/7/18 via email item closed</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.</p>

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						<p>May be superseded by the discussions taking place between executives of the two hospital Trusts.</p> <p>CoG 51/4 (Dec 17) Kevan 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> <p>CoG 52/04 CoG updated. Item closed</p>
CoG 51/5	Accountable Care Partnership	Chair agreed to continue to share information as it becomes available	Jayne Brown	14/12/17	ongoing	
CoG 51/12	CMHT Reconfiguration	Governors to be provided with information about the support given to carers during the	Kevan Taylor	14/12/17	15/02/18	CoG 53/07 CoG updated by Clive Clarke. Item closed

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		reconfiguration				
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	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
CoG 53/06a	Governor Feedback	Link to Sheffield Mental Health Guide to be circulated to Governors	Sam Stoddart	26/04/18	end June	Completed Emailed to governors 27/4/18 Item closed
CoG 53/06c	Governor Feedback	Report from Board and Council Development Session held January 2018 to be circulated to CoG again.	Sam Stoddart	26/04/18	end June	Emailed to governor 27/4/18 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 to be provided at 26/7/18 CoG
CoG 53/12	Safety Huddles	Vin Lewin 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 Jan 2019
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

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						public governors No volunteer for carer governors
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 to be provided at 26/7/18 CoG
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 to be provided by Exec Finance Director at 26/7/18 CoG
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 to be provided by Exec Finance Director at 26/7/18 CoG

Key

	Action complete
	Action ongoing
	Action outstanding