

## 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:** April 2019

## Council of Governors 2019/20 – Action Log and Bring Forward

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 56/05a	Governor Feedback	Presentation on Transforming Care to be given at a future CoG	C Clarke	6/12/18	to be agreed	
CoG 56/07a	Chair's Appraisal	Review of appraisal process to take place. To be considered by NRC and brought to future CoG	M Saunders	6/12/18	to be agreed	
CoG 57/05a	Governor Feedback	Adam Butcher to send the hyperlink to the Safeguarding Annual Report when available	A Butcher	28/02/19	when available	
CoG 57/05a	Governor Feedback	Adam Butcher to ascertain whether the Safeguarding Annual Report will be available as a paper copy	A Butcher	28/02/19	when available	
CoG 57/05a	Governor Feedback	Mark Gamsu to ascertain the reasons why NHS Sheffield CCG will not be adopting the NHS England Care Identification Scheme.	M Gamsu	28/02/19	25/04/19	
CoG 57/05b	Governor Questions to Board	Executive Director of Finance to provide additional information in response to J Jones question	P Easthope	28/02/19	25/04/19	
CoG 57/07	Carer's Strategy	Kate Steele to liaise with Jo Evans to share information relating to support available in her local community	K Steele	28/02/19	to be agreed	
CoG 57/08	Service User Feedback	Presentation from the Opiate Service to be given at a future	M Saunders	28/02/19	to be agreed	

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
		meeting				
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	17/01/19	To be scheduled for Feb 2019 – deferred to future date
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
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	Reported to CoG on 28/2/19. Action closed.
CoG 56/04	Matters Arising	Sandie Keene to raise question from Adam Butcher regarding engaging service users in safeguarding investigations at Quality Assurance Committee	S Keene	6/12/18	28/02/19	Reported to CoG on 28/2/19. Action closed.

### Key

	Action complete
	Action ongoing
	Action outstanding