

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 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 57/07 | 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 | July 2019 | |
| CoG 57/08 | Service User Feedback | Presentation from the Opiate Service to be given at a future meeting | M Saunders | 28/02/19 | to be agreed | |
| CoG 58/03 | Service User Feedback | Dr James Munro and Jo Evans to be asked to attend a future meeting | M Saunders | 25/04/19 | to be agreed | |

| Minute Reference | Subject | Action Required | Lead | Date raised | Date Due | Progress / Comment |
|------------------|------------------------------|---|-------------|-------------|--------------|--|
| | | in order to ensure sufficient time is provided for this important topic. | | | | |
| CoG 58/09 | Workforce | Dean Wilson to present on Trust initiatives for recruitment and Retention | D Wilson | 25/04/19 | to be agreed | |
| CoG 58/12b | Acute Care Modernisation | Detailed update to be presented | P Easthope | 25/04/19 | to be agreed | |
| 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 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 | Completed 24/4/19 |

Key

| | |
|---|--------------------|
|  | Action complete |
|  | Action ongoing |
|  | Action outstanding |