



February 2024

Title of Paper: Council of Governors Action Log

Presented By: Sharon Mays, Trust 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: Amber Wild

Designation of Author: Corporate Assurance Manager

Date: February 2024

Council of Governors– Action Log to be received in February 2024

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
To note: actions for 2023/24 for Council of Governors will be numbered rising from 1. This began with the April 2023 actions which have since been closed and archived, following agreement at the June meeting.							
Action 20	December 2023	Item 2	Performance Review Framework Presentation	It was agreed that it would be helpful to share the most recent performance report from public board with governors.	The performance report was circulated to Governors on 23 January 2024. Action closed.	Amber Wild	Feb 24
Action 21	December 2023	Item 2	Performance Review Framework Presentation	A session in interpreting SPC charts would be organised for interested governors	A governor development session has been arranged for 2 July 2024 and this has been reflected on the governor calendar. Action closed.	Phillip Easthope/ Amber Wild	Feb 2024
Action 22	December 2023	Item 3	Minutes of the Council of Governors meeting held on 18 October 2023	The minutes from 18 October 2023 were approved as a true and accurate record subject to the following amendments: •The reference to the Longley Centre roof repairs which was raised at the previous meeting be added on page 5	The amendments referencing the Longley Centre repairs have been added to page 5 of the October minutes. Action closed.	Amber Wild	Feb 24
Action 23	December 2023	Item6	Board Update Report	It was agreed further detail on progress with vaccinations, including comparison with previous years, will be provided to Governors.	Information on the vaccination programme has been circulated to governors on 15 February 2024. Action closed	Mark Dundon / Salli Midgley/ Amber Wild	Feb 24
Action 24	December 2023	Item 6	Board Update Report	It was agreed it would be helpful to have a dedicated session to outline to Governors the work taking place on recruitment and	A governor development session has been arranged for 2 July 2024 and this has been reflected on the governor calendar.	Amber Wild / Mark Dundon / Caroline Parry	Feb 2024

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
				health and wellbeing. MD/OFO to link in with the Executive lead and staff governors.	Action closed.		
Action 25	December 2023	Item 7	Feedback from Governors from constituencies and any key meetings	It was agreed that it would be helpful to, where the carer wasn't previously known, to support understanding of which SHSC services are routinely referring carers for support	Information received from James Barlow has been shared with the Chair. The chair has shared the information with the Executive Director of Nursing, Professions and Quality, and this has been actioned. Action closed.	James Barlow/ Amber Wild	Feb 2024
Action 26	December 2023	Item 7	Feedback from Governors from constituencies and any key meetings	The Sheffield African Caribbean Mental Health Association (SACMHA) has opened a memory hub and it was agreed that a website link or poster details of this resource will be circulated to governors for onward sharing	A poster with details of the memory hub has been circulated to governors on 23 January 2024. Action closed.	Cecelia Jackon Chambers, Amber Wild	Feb 24
Action 27	December 2023	Item 8	Quality Assurance Committee Chair of the committee presentation	In relation to feedback regarding a leaking roof at the Longley Centre which had been raised by BD it was confirmed that he would be put in touch with a member of the Estates team who could provide further detail	A meeting has been set up between BD and the Director of Operations and Transformation to answer these questions. Action closed.	Ben Duke/ Amber Wild	Feb 2024



Action closed

Action complete, propose to close



Action ongoing
Action outstanding