



June 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: June 2024

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


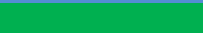


Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Actions for 2024/25							
Action 1	25 th April 2024	Matters arising and action log	Item 3	To update the wording of action 31 from the February meeting to clarify that benchmarking and comparative data would be included in future reports to People Committee.	Wording has been updated to the action log for the records to clarify that this had been completed. Action closed.	Deborah Lawrenson	June 2024
Action 2	25 th April 2024	Matters arising and action log	Item 3	To re-circulate the vaccination data of vaccinations from minority ethnic groups.	Vaccination data has been recirculated to governors. Action closed.	Amber Wild	June 2024
Action 3	25 th April 2024	Matters arising and action log	Item 3	It was confirmed that there was no formal action about EPR updates in the meeting held on 22nd February. It was agreed that the minutes would be reviewed to confirm whether there should be an action on this, and an update on EPR will be provided as part of the Board update	The minutes were reviewed. An update was provided in the CEO report at the February meeting and there was no action documented. An update on EPR has been provided as part of the Board update report to the Council of Governors in June 2024. Action closed.	Amber Wild	June 2024
Action 4	25 th April 2024	Board Update Report	Item 6	It was noted that there are national KPI's for delayed discharges, but not specifically for mental health and it was agreed that further information would be given explaining the trajectory of the delayed discharge progress in the next board report	This has been included in the Board update report to the Council of Governors in June 2024. Action closed.	Deborah Lawrenson	June 2024
Action 5	25 th April 2024	Board Update Report	Item 6	Quality Assurance Committee (QAC) have requested that LeDeR report comes back in three months' time when some measurable outcomes on areas	This report is due at QAC in September 2024 and will be included in the Board update report to CoG in October 2024.	Heather Smith / Deborah Lawrenson	October 2024

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
				such as Stopping Overmedication of People with Learning Disability and/or Autism (STOMP) could be included in the report, and assurance could be given on progress. It was agreed that this would be reflected in the Board report, when the report received at committees and Board			
Action 6	25 th April 2024	Nominations and Remuneration Committee (NRC) report	Item 8	It was noted that following confirmation at the NRC the outcomes of appraisals will be presented to the Council of Governors in June for the Chair and later in the year for the rest of the Non-Executives. It was agreed that governors should provide any further feedback on the governor questionnaire to DL via email	Feedback received has been incorporated into the governor questionnaires which have been circulated. Action closed.	Deborah Lawrenson	June2024
Action 7	25 th April 2024	Patient Carer Race Equality Framework (PCREF)	Item 10	Governors were informed that a series of videos have been developed for staff and community members and two of these were shown during the session. It was agreed that a link to all the videos would be emailed to governors	information and a link to the videos has been circulated to governors. Action closed.	Amber Wild	June 2024
Action 8	25 th April 2024	Patient Led Assessment of the Care Environment (PLACE)	Item 12	It was confirmed that the plan has been requested to be presented back to Quality Assurance Committee (QAC) as part of the governance route. It was agreed that reference to the PLACE report updates would be detailed in the Board Update report to the Council of Governors	This has been included in the Board update report to the Council of Governors in June 2024 Action closed.	Heather Smith	June 2024

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 9	25 th April 2024	Governance Report	Item 11	Circulate the agenda with the link for Board to governors	This has been circulated. Action closed.	Amber Wild	June 2024
Action 10	25 th April 2024	Staff Survey	Item 14	It was noted that in some of the areas only partial figures are given and there is no indication of the proportion which only gives an element of the picture. It was agreed that further detail on some of the partial results would be shared	Full information on staff survey has been circulated. Action closed.	Amber Wild	June 2024
Action 11	25 th April 2024	Staff Survey	Item 13	In relation to the recent development that GPs will not be able to write mental health sick notes, it was queried how this might impact on staff and service users if they are unwell. It was agreed that further information on this would be obtained outside of the meeting and circulated to all governors	Sarah Bawden (Deputy Director of People) and Greg Hackney (Senior Head of Service) have advised that the current guidance is still clear which is that the health professional treating you can give a fit note, and this includes GPs. The trust is following the current guidance and will review the approach if the guidance changes. Action proposed to be closed.	Caroline Parry	June 2024
Actions from previous financial year (23-24)							
Action 34	22 February 2024	Draft strategic priorities 2024/25	10	In relation to clarification of when the new enhanced learning Disabilities service will go live, it was agreed that a timetable would be sought from the LD Transformation Programme.	It has been confirmed that the target date for the new model being operationalised is 01/07/2024. A meeting has taken place with the Executive Medical	Amber Wild	April 2024



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
					Director and DS on the 17 th April 2024. The timeline is pending receipt and will be circulated when available. Action ongoing.		

-  Action closed
-  Action complete, propose to close
-  Action ongoing
-  Action outstanding