



October 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: October 2024

Council of Governors– Public Action Log to be received in October 2024





Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Actions for 2024/25							
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 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	This report was due at QAC in October 2024 and has been deferred to November 2024. An update will be included in the February board update report to CoG.	Heather Smith / Deborah Lawrenson	October 2024 Proposed new date February 2024
Action 12	20 June 2024	Action Log	Item 3	It was agreed to share extracts with Ben Duke from previous meetings where questions raised about recording of safeguarding matters within the Electronic Patient Record (EPR) system were answered.	The extract and email correspondence regarding this has been sent to Ben Duke. Action closed at the private meeting on 30 July 2024.	Bethan Devonald	July 2024
Action 13	20 June 2024	Action Log	Item 3	EPR update to the October CoG	EPR team have been invited to present an EPR update to the CoG in October and this has been noted on the work programme. Action closed at the private meeting on 30 July 2024.	Amber Wild	July 2024
Action 14	20 June 2024	CEO introduction	Item 4	The Chair requested that the Chief Executive be invited to the governor workshop and induction.	The Chief Executive was invited but due to a conflicting commitment, was unable to attend. Action closed at the private meeting on 30 July 2024.	Bethan Devonald	July 2024
Action 15	20 June 2024	Board Update Report	Item 6	It was agreed that a further update on the specific reasons for the increased	This was circulated to Governors on 6.8.24.	Owen McLellan	July 2024



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
				planned financial deficit would be circulated to Governors.	Further clarification was circulated on 21.08.24. Action proposed to be closed.		October 2024
Action 16	20 June 2024	Board Update Report	Item 6	It was agreed that the Population Health report received at the public Board of Directors meeting in May 2024 would be shared with governors, for information.	A copy of the report was emailed to governors on 21 June 2024. Action closed at the private meeting on 30 July 2024	Amber Wild	July 2024
Action 17	20 June 2024	Nominations and Remuneration Committee (NRC) presentation	Item 8	It was recommended that an email highlighting the governor category vacancies in the NRC should be sent to all governors once the new governors are in post, asking for expressions of interest so that those interested.	Governors were emailed on 25 June 2024 asking for expressions of interest. Action Closed at the private meeting on 30 July 2024.	Amber Wild	July 2024
Action 18	20 June 2024	Governance Report – Constitution and Lead governor	Item 10	Those present at the meeting agreed to the changes and it was agreed that an email will be sent to the full governing body to advise of this, and to seek endorsement as the meeting was not quorate.	Governors were emailed on 25 June 2024. This was reported back to the extraordinary council of Governors meeting in July to ratify the decisions following approval at the Board meeting in July. Action Closed at the private meeting on 30 July 2024	Deborah Lawrenson/ Amber Wild	July 2024
Action 19	20 June 2024	Draft Quality Account	Item 12	It was agreed that the wording in the Quality Account will be amended to reflect that quality impact assessments were not required for annual reports.	The summary sheet was amended for the report to the Board of Directors. Action closed at the private meeting on 30 July 2024.	Tania Baxter	July 2024



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
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.	The enhanced community service model was planned to launch in October 2024. This has moved to January 2025 to allow for recruitment to posts. Existing service delivery arrangements remain in place therefore the care provided to service users has not been disrupted and there is a focus on communications with service users and carers, to help ensure that people will be well informed about the changes and the timing of them. Updates will continue to be provided through the Board Update Reports to the Council of governors. Action closed at the private meeting on 30 July 2024.	Amber Wild	April 2024 July 2024

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