



December 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: Head of Corporate Assurance

Date: December 2024

Council of Governors– Public Action Log to be received in December 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	It was noted that this report was due at QAC in October 2024 and has been deferred to November 2024. It was agreed that an update will be included in the February board update report to CoG.	Heather Smith / Deborah Lawrenson	October 2024
							February 2024
Action 20	16 th October 2024	Board Update Report	Item 5	In relation to the development of a new city-wide Suicide Prevention Strategy a question was raised about benchmarking the number of deaths, it was confirmed that this is reported in the Mortality report to board, and it was agreed that this would be shared with governors.	The Mortality report was circulated to governors on 31 st October 2024. Action closed.	Amber Wild	December 2024
Action 21	16 th October 2024	Board Update Report	Item 5	In relation to the terminology used to describe someone who has taken their life, it was agreed to feed this back to the Clinical Risk & Patient Safety Advisor. It was agreed that the report that went to board and benchmarking information would be shared with governors	The Executive Medical Director has liaised with the Communications team to take this into consideration with public facing communication. It has been confirmed that the terminology used within the report is required to align with current national strategy and with Sheffield Health and Care Partnership strategy. The 'Suicide Prevention in England – Progress Report' was circulated to governors on 31 st October. Action proposed to be closed.	Amber Wild	December 2024





Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 22	16 th October 2024	Board Update Report	Item 5	It was confirmed further information will be requested from the appropriate executive lead on data and whether risk assessments for suicide are done for people moving out of area, and this will be shared with the governors	<p>The Executive Medical Director has confirmed that the risk of suicide is part of the risk assessment undertaken with all service users presenting in crisis or needing admission and will be considered in the decision making about where they go and how their care is planned. The Director of Operations has confirmed that risk of suicide is assessed at admission to acute care and will inform the level of observation required. This is taken into account in terms of who is placed in out of area beds. The Trust has a dedicated bed manager who works with providers and the team about ongoing assessment and support.</p> <p>This information was circulated to Governors via email on 31 October 2024. Action closed.</p>	Heather Smith	December 2024
Action 23	16 th October 2024	Board Update Report	Item 5	It was agreed that the link to the neighbourhood national mental health centre pilot and a copy of the Use of Force report would be circulated to governors	<p>This was circulated on 31st October. Action closed.</p>	Amber Wild	December 2024
Action 24	16 th October 2024	Learning Disability Update	Item 6	it was agreed that the information relating to whether we have anyone with a primary diagnosis of autism in an out of area bed would be circulated to governors outside of the meeting	<p>The Director of Operations has confirmed that there is nobody with a diagnosis of autism in an out of area bed. This information was circulated to governors via email on 31 October 2024. Action closed.</p>	Neil Robertson	November 2024

Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 25	16 th October 2024	Learning Disability Update	Item 6	It was agreed that the specific report summarising the coproduction activities would be shared with governors	An update on this action was circulated to governors on 31 st October. The reports summarising all the co-production activities led by Dr David Newman, Consultant Clinical Psychologist in Learning Disabilities have been circulated to governors on the 27 November 2024. Action closed.	Amber Wild	December 2024
Action 26	16 th October 2024	Learning Disability Update	Item 6	It was agreed to clarify the ongoing intention regarding collecting service user and carer feedback as the learning Disability model is implemented and beyond, and it was agreed to share this with the governors	An update on this action was circulated via email to governors on 31 st October. Action closed.	Neil Robertson	December 2024
Action 27	16 th October 2024	Learning Disability Update	Item 6	it was agreed that any specific feedback from BD on how to improve connectivity between ADHD, Autism, LD and neurodiversity would be shared back with the Corporate Assurance team for onward sharing.	No specific feedback has been received. The corporate assurance team will pass on any specific feedback as it is received. Action proposed to be closed.	Amber Wild	December 2024
Action 28	16 th October 2024	Feedback from Governors	Item 7	It was noted that the Research and Evidence Showcase is taking place in March 2025 and it was agreed that information would be circulated to governors	This information was circulated via email on 31 st October. Action closed.	Amber Wild	December 2024
Action 29	16 th October 2024	Feedback from Governors	Item 7	The change in government policy to zero hours contract was noted and it was asked whether this might have an impact on bank staff. It was confirmed that this will be discussed further with the Executive Director of People and feedback will be	People Directorate have confirmed that this is in relation to the Employment rights Bill, and that we are working at system and national level to understand the impact of all the proposals on our employment practices. This has been circulated to governors on the 26 November 2024. Action closed.	Heather Smith	February 2024



Action number Financial year 2023/24	Date of Committee	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
				provided to governors outside of the meeting			
Action 30	16 th October 2024	Feedback from Governors	Item 7	It was agreed that clarification of which feedback mechanisms are being used for community and inpatient services would be captured in a briefing that would be circulated to governors	A briefing will be circulated to governors when this information is available. Action on-going.	Director of Corporate Governance	December 2024

Actions from previous financial year (23-24)

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