

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	
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	
Determining the remuneration of the Chair and non-executive directors	
Appointing or removing the trust's auditor	
Approving or not the appointment of the trust's chief executive	
Receiving the annual report and accounts and auditor's report	
Representing the interests of members and the public	
Approving or not increases to non-NHS income of more than 5% of total income	
Approving or not acquisitions, mergers, separations and dissolutions	
Jointly approving changes to the trust's constitution with the Board	
Expressing a view on the Trust's forward plans	
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	
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.	
Monitoring the Trust's performance against its targets and strategic aims	

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 2018

Council of Governors 2018/19 – Action Log and Bring Forward

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 54/04	Matters Arising	Service User Engagement: Chair to discuss user engagement with QAC Chair	Jayne Brown	26/07/18	November 2018	
CoG 54/06	Governor Questions	Chair of QAC to consider continuity of care and case management as part of deep dive process.	S Keene	26/07/18	18/10/18 deferred to December 2018	
CoG 56/04	Matters Arising	Sandie Keene to raise question from Adam Butcher regarding engaging service users in safeguarding investigations at Quality Assurance Committee	S Keene	6/12/18	28/02/19	S Keene to report to CoG on 28 Feb 2019
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 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	17/01/2019	To be scheduled for Feb 2019 – deferred to future date

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 54/04 (e)	Matters Arising	Chair of Care Opinion to be invited to a future CoG	Margaret Saunders	26/07/18	Dec 2018	Query align with presentation on service user engagement – due Dec 2018 – reviewed by Exec Med Dir – to be brought to Feb 2019 meeting
CoG 54/04(e)	Performance Report	Service user engagement presentation to a future CoG	Mike Hunter	26/07/18	Dec 2018	Suggested by Exec Med Director to align with item above and bring to Dec CoG - reviewed by Exec Med Dir – to be brought to Feb 2019 meeting
CoG 54/06	Governor Questions	Clive Clarke to speak with Scott Weich regarding service redesign methodologies	Clive Clarke	26/07/18	18/10/18	These two items have converged. CC met with Scott Weich (SW) and Mike Hunter. SW to work with PMO to develop a proposal for the evaluation of the CMHT reconfiguration
CoG 54/13	CEO Update	Organisation tasked to undertake review of CMHT reconfiguration to present to CoG beforehand	C Clarke	26/07/18	to be arranged	
CoG 54/04	Matters Arising	Referring to CoG 53/14 performance report and query regarding the co-production of CPAs.	Phil Easthope	26/04/18	18/10/18	Response provided 5/2/19
CoG 54/09(a)	NED Reappointment	CoG requested a revision to the constitution requiring a ¾ of governors present to vote in favour of reappointment of a NED	M Saunders	26/07/18	06/12/18	Completed 6/12/18
CoG 54/10	ACR Phase II	Richard Mills to provide NED assurance as part of standing agenda item	Richard Mill	26/07/18	Ongoing	Scheduled for 6/12/18 meeting and each meeting thereafter

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CoG 56/05a	Governor Feedback	Update on Carer's Strategy to be emailed to governors	C Clarke	6/12/18	asap	Email sent 21/12/18

Key

-  Action complete
-  Action ongoing
-  Action outstanding