

### Council of Governors: Summary Sheet

**Title of Paper:** Council of Governors Action Log

**Presented By:** Jayne Brown OBE, Chair

<b>Action Required:</b>	<b>For Information</b>	<input checked="" type="checkbox"/>	<b>For Ratification</b>	<input type="checkbox"/>	<b>For a decision</b>	<input type="checkbox"/>
	<b>For Feedback</b>	<input type="checkbox"/>	<b>Vote required</b>	<input type="checkbox"/>	<b>For Receipt</b>	<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:** October 2019

## Council of Governors 2019/20 – Action Log and Bring Forward

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
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	Update at 31/10/19
CoG 57/05a	Governor Feedback	Mark Gamsu to ascertain the reasons why NHS Sheffield CCG will not be adopting the NHS England Care Identification Scheme.	M Gamsu	28/02/19	25/04/19	no update available. Pursued Aug 2019
CoG 57/08	Service User Feedback	Presentation from the Opiate Service to be given at a future meeting	M Saunders	28/02/19	Feb 2020	
CoG 58/03	Service User Feedback	Dr James Munro and Jo Evans to be asked to attend a future meeting in order to ensure sufficient time is provided for this important topic.	M Saunders	25/04/19	Dec 2019	
CoG 58/09	Workforce	Dean Wilson to present on Trust initiatives for recruitment and Retention	D Wilson	25/04/19	to be agreed	
CoG 58/12b	Acute Care Modernisation	Detailed update to be presented	P Easthope	25/04/19	April 2020	
CoG 59/04	Service User Feedback	Care Opinion and Jo Evans to be invited to future CoG	J Brown	25/07/19	December 2019	
CoG 56/05a	Governor Feedback	Presentation on Transforming Care to be given at a future CoG	C Clarke	6/12/18	2020	Not currently in position to give update. To be scheduled in 2020

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CoG 57/05b	Governor Questions to Board	Executive Director of Finance to provide additional information in response to J Jones question	P Easthope	28/02/19	25/04/19	Completed 24/4/19
CoG 57/05a	Governor Feedback	Adam Butcher to send the hyperlink to the Safeguarding Annual Report when available	A Butcher	28/02/19	when available	sent by email 7/8/19 COMPLETED
CoG 57/07	Carer's Strategy	Kate Steele to liaise with Jo Evans to share information relating to support available in her local community	K Steele	28/02/19	July 2019	COMPLETED
CoG 57/05a	Governor Feedback	Adam Butcher to ascertain whether the Safeguarding Annual Report will be available as a paper copy	A Butcher	28/02/19	when available	No written report available confirmed Aug 2019
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	17/01/19	reviewed – no longer key priority
CoG 51/5	Accountable Care Partnership	Chair agreed to continue to share information as it becomes available	Jayne Brown	14/12/17		to be included in update – standard agenda item

### Key

	Action complete
	Action ongoing
	Action outstanding