

Council of Governors: Summary Sheet

Title of Paper: Council of Governors Action Log

Presented By: Jayne Brown OBE, Chair

**Action
Required:**

**For
Information**

**For
Ratification**

**For a
decision**

**For
Feedback**

Vote required

For Receipt

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:

Sam Stoddart

**Designation of
Author:**

Deputy Board Secretary

Date:

December 2019

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

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 57/05a	Governor Feedback	Mark Gamsu to ascertain the reasons why NHS Sheffield CCG will not be adopting the NHS England Carer Identification Scheme.	M Gamsu	28/02/19	25/04/19	no update available. Pursued Aug 2019 Pursued Nov 2019 Reported to CoG Dec 2019, further update to CoG Feb 2020
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	This deferred to a future meeting – to be confirmed
CoG 58/12b	Acute Care Modernisation	Detailed update to be presented	P Easthope	25/04/19	April 2020	
CoG 60/08	FIPC feedback	Report requested at the next meeting regarding the backlog of estate issues.	P Easthope	31/10/19	Dec 2019	Now scheduled for February 2020
CoG 62/07	Care Opinion	Phil Easthope to ascertain whether executive directors are linked to the Care Opinion website	P Easthope	12/12/19	Feb 2020	
CoG 62/14b	Acute Inpatient Care Deep Dive	Findings of deep dive to be shared with CoG following formal presentation to the Board in February 2020	To be confirmed	12/12/19	April 2020	
CoG 58/09	Workforce	Dean Wilson to present on Trust initiatives for recruitment and Retention	D Wilson	25/04/19	Feb 2020	On February 2020 Agenda
CoG 62/10	Audit & Risk	Ann Stanley to present a deep dive	A Stanley	12/12/19	Feb 2020	On February 2020 Agenda

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
	Committee (ARC)	of the ARC at February 2020 meeting				
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
CoG 58/03 CoG 59/04	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	Item on 12/12/19 agenda
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
CoG 62/14c	Performance Overview Group	Dates for 2020/21 to be sent to governors	Sam Stoddart	12/12/19	Asap	Sent by email 16/1/20

Key

	Action complete
	Action ongoing
	Action outstanding