

Council of Governors: Summary Sheet

Title of Paper: Council of Governors Action Log

Presented By: Mike Potts, 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: Sam Stoddart

Designation of Author: Deputy Board Secretary

Date: September 2020

Council of Governors 2020/21 – 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, futher update to CoG Feb 2020 Item not discussed in 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 Delayed due to Covid
CoG 58/12b	Acute Care Modernisation	Detailed update to be presented	P Easthope	25/04/19	April 2020	Delayed due to Covid
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	Delayed due to Covid
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 – deferred due to CQC outcome
CoG 62/10	Audit & Risk Committee (ARC)	Ann Stanley to present a deep dive of the ARC at February 2020 meeting	A Stanley	12/12/19	Feb 2020	On February 2020 Agenda Delayed due to CQC discussion
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 65/06	CQC Update	Sandie Keene to seek information	S Keene	23/7/20	Oct 2020	

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
		about how 'getting back to good' is being communicated to service users and carers in order to provide reassurance on the Trust's improvement journey				
CoG 65/06	CQC Update	Governors to be provided with outcome of Board development session which took place in August 2020	M Potts	23/7/20	Oct 2020	
CoG 65/07b	Auditor's report on accounts	Terry Proudfoot's question regarding VFM opinion to be discussed outside the meeting	M Potts/P Easthope	23/7/20	Oct 2020	
CoG65/09a	NED Appraisals	Details of improvement targets for NEDs to be shared with governors	M Potts	23/7/20	Oct 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 Delayed due to CQC outcome discussion but paper available
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	Not brought to April 2020 meeting as cancelled. Response available in paper form to be provided when meetings return to normal
CoG 65/04	Confidential Minutes from Feb 2020	Sam Stoddart to contact Julian Davis regarding query on nursing figures and reporting of them	S Stoddart	23/07/20	Oct 2020	S Stoddart emailed J Davis 15/9/20

Key

	Action complete
	Action ongoing
	Action outstanding