

17 December 2020

Item No 4

Council of Governors: Summary Sheet



Sheffield Health and Social Care NHS Foundation Trust

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:	Brenda Russell
Designation of Author:	Corporate Governance Administrator
Date:	December 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	Mark Gamsu confirmed at October meeting that a satisfactory response had been received. Mark to forward to Mike Potts to circulate this to CoG Members.
CoG 58/12b	Acute Care Modernisation	Detailed update to be presented	Richard Mills	25/04/19	April 2020	Was prepared for circulation in early 2020/21 but delayed due to Covid. Paper now requires updating and will be covered in future Transformation report
CoG 65/06	CQC Update	Sandie Keene to seek information 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	S Keene	23/7/20	Oct 2020	Information presented to October 2020 CoG.
CoG65/09a	NED Appraisals	Details of improvement targets for NEDs to be shared with governors	M Potts	23/7/20	Oct 2020	The NED appraisals were completed last year, CoG have had feedback and made assessments.

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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	Complete – David Walsh able to provide update at the meeting
CoG 66/05	Chair's Report	The proposal being developed by the organisation as a response to the Phase 3 letter to be presented to a future CoG meeting.	Mike Potts	08/10/20	Feb 2021	Covered on Agenda 17/12/20
CoG 66/06	Chief Exec's Presentation	The Chief Executive's presentation to be circulated to CoG members.	Brenda Russell/ David Walsh	08/10/20	Oct 2020	Brenda Russell circulated to CoG members 7/12/20.
CoG 66/07a	To what extent does the Trust work with the 2 Universities of Sheffield	Beverley Murphy to send some information to Steve Ayris.	Beverley Murphy	08/10/20	Oct 2020	Information sent to Steve Ayris via e-mail.
CoG 66/07b	Various items raised by Julian Davis	Beverley Murphy and Julian Davis to meet outside CoG to discuss the various items raised by Julian.	Beverley Murphy	08/10/20	Oct 2020	Beverley's PA arranging a suitable time for meeting.
CoG 66/07c	The risk of carer break-down in the Winter period	Beverley Murphy to take this item back to Jonathan Mitchell.	Beverley Murphy	08/10/20	Oct 2020	In line with the requirements for winter planning/phase 3 we have been paying close attention to the needs of

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						people in the community – this extends to understanding their support which includes carers. This year this has received far more attention than usual as we are aware that successive lock downs/local restrictions and the need to shield have caused additional strain.
CoG 66/07d	The risk of carer break-down in the Winter period	Sandie Keene to ask the Carers Strategy Group if there are items that we need to take action.	Sandie Keene	08/10/20	Oct 2020	
CoG 66/08a	How will we engage with CoG in terms of obtaining their input on how we might communicate effectively?	Sandie Keene to check.	Sandie Keene	08/10/20	Oct 2020	
CoG 66/08b	How are we making sure that our infrastructure regarding signage for	Sandie does not know the specifics of individual work programmes and therefore will have to take these questions back and report back to CoG.	Sandie Keene	08/10/20		

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	disability is appropriate and can be understood? Also, how are we making sure that we are using the appropriate communication and other tools?					

Key

-  Action complete
-  Action ongoing
-  Action outstanding