

**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	X
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	X

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:	February 2021

Council of Governors 2020/21 – Action Log and Bring Forward



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and Social Care**
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Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
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 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 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 66/07b	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 in January 2021.
CoG 66/07d	The risk of carer breakdown 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	Sandie Keene informed December CoG that she was assured that Carers issues alongside service user and patient issues

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						have been considered this Winter in creating action plans to support people.
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	Sandie Keene informed December CoG that this would be through the Trust e-mail system.
CoG 66/08b	How are we making sure that our infrastructure regarding signage for disability is appropriate and can be understood? Also, how are we making sure that we are using the appropriate communication and other tools?	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	Dec 2020	Sandie Keene confirmed that there is extensive work being carried out concerning signage which is taking the following into consideration: <ul style="list-style-type: none"> • Clear visibility • Contrasting colours • New projects will have brail and tactile signage on the internal doors • There is already specialist dementia

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						<p>signage at Dovedale and G1</p> <ul style="list-style-type: none"> • Car parking – has different coloured signs • Receptions have hearing loops <p>The Trust Website now has a piece of software called “recite me” which allows documents to appear in larger print or to be read aloud. The new Intranet will also have the “recite me” software.</p>
CoG 67/07	CoG Development Programme	A programme of work to be created which includes dates and be circulated to CoG for comments.	Claire Lea	17/12/20	ASAP	Covered on Agenda 25/02/2021
CoG 67/08a	COVID – Getting Through Safely	CoG to receive a report covering the impact of COVID on the delivery of services.	Richard Mills	17/12/20	25/02/2021	Covered on Agenda 25/02/2021
CoG 67/08b	COVID – Getting Through Safely	Is IAPT still running with a 12 week wait?	Richard Mills	17/12/20	25/02/2021	Covered on Agenda 25/02/2021
CoG 67/11	Governor Nominations	David Walsh to liaise with Ben Duke to complete Ben’s application.	David Walsh	17/12/20	ASAP	Covered on Agenda 25/02/2021

Key



- Action complete
- Action ongoing
- Action outstanding