

**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.

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Date:	June 2021

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



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Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
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	Feedback given to CoG on 25 th February 2021. In-patient capacity demands have resulted in increase in out of area placements. Community Teams waiting lists are high.
CoG 67/08b	COVID – Getting Through Safely	Is IAPT still running with a 12 week wait?	Richard Mills	17/12/20	25/02/2021	Feedback given to CoG on 25 th February 2021. IAPT referrals have risen rapidly during Covid19. Most appointments are being run virtually currently.
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 69/06	Governor Story	Resources on Service User engagement and co-production in Mental Health and Learning Disability to be provided to Governors	Brendan Stone	19 th April 2021	April 2020	The 4Pi National Involvement Standards from NSUN description and email links Service User Involvement in mental health services: Briefing. – email links

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
						<p>Social Care Institute for Excellence. Description and email links</p> <p>Transforming Care - Improving services and support for people with a learning disability and people with autism. Description and email links</p> <p>NESTA: email link</p> <p>Coalition for Personalised Care: email link</p>
CoG 69/08	CQC: getting Back to Good	Quality Report and Objective 2021/2022 – to receive Governor comments	Sandie Keene/ Tania Baxter	19/04/21	30/04/21	Presentation slide deck and comments card have been emailed and posted to Governors for response by 30 th April 2021.
CoG 67/10	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	<p>Programme of work delivered to CoG on 17th February 2021 and updated given to CoG on 19th April 2021.</p> <p>Engagement Workshop for Governors planned for 2nd June 2021. Governors polled for interest and availability 22nd April 2021.</p> <p>Deputy Lead Governor role approved, and nominations received. Awaiting outcome of Governor votes; deadline 23rd April 2021.</p>

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
						Expressions of interest for observational visits (sub-committee and clinical) requested from Governors; deadline 23 rd April 2021.
CoG 67/11	Governor Nominations to National Governor Advisory Committee	David Walsh to liaise with Ben Duke to complete Ben's application. Completed application for Ben Duke submitted	David Walsh	17/12/20	ASAP	Update on election given at Cog on 19 th April 2021 – Ben Duke not elected. Report of voting outcome of national Governor Advisory Committee election circulated to Governors on 19 th April 2021.
CoG 68/9	CQC: Getting Back to Good	Review of percentage discrepancy reported in Quality Assurance Committee report and raised at CoG	Sandie Keene	25/02/21	19/04/21	Further finding investigated further – only positives and negatives were reported. The reported 15% was neither of these and therefore was not reported as a discrepancy.
CoG 69/11	Chair Appraisal	Chair Appraisal scheduled for 13 th May 2021.	Sandie Keene	19/04/21	30/04/21	Chair Appraisal completed 13 th May 2021. Documentation to be signed and report sent to NHSE/I
CoG 69/14	Governor Story	Governors to submit any ideas for future Governor's stories.	Chair/ Amber Wild	19/04/21	09/06/21	Governors emailed on 22 nd April 2021 for Governor story presentations ideas at future CoG meetings.
CoG 69/12	Non-Executive Appraisal	Non-Executive Appraisals to be completed before next CoG	Chair	19/04/21	09/06/21	Appraisal questionnaires to be sent to stakeholders on 23 rd April; deadline 17 th May 2021.

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
						One NED appraisal completed. Further dates postponed due to CQC Well-Led inspections scheduled for 27 th and 28 th May 2021. New dates have been confirmed for all Non-Executive Directors June 2021.
CoG 69/13	Associate Non-Executive Director	Appointment of Associate Non-Executive Director from Sheffield City Council	Chair			It has been agreed to await the outcome of imminent local elections which will determine an appropriate candidate.
CoG 69/13	Non-Executive Director	Recruitment of a Non-Executive Director	Chair	19/4/21	07/06/21	Recruitment process completed 9 th April 2021 and confirmed at CoG on 19 th April 2021. Employment and Fit and Proper Persons checks are underway. Start date confirmed for 7 th June 2021.

Key

	Action complete
	Action ongoing
	Action outstanding