

**Council of Governors:  
Summary Sheet**



**Sheffield Health  
and Social Care**  
NHS Foundation Trust

**Title of Paper:** Council of Governors Action Log

**Presented By:** Sharon Mays, Trust Chair

<b>Action Required:</b>	<b>For Information</b>	<input checked="" type="checkbox"/>	<b>For Ratification</b>	<input type="checkbox"/>	<b>For a decision</b>	<input type="checkbox"/>
	<b>For Feedback</b>	<input type="checkbox"/>	<b>Vote required</b>	<input type="checkbox"/>	<b>For Receipt</b>	<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.

<b>Author of Report: Designation of Author: Date:</b>	Amber Wild
	Corporate Assurance Manager
	September 2021

## Council of Governors 2021 – Action Log and Bring Forward



**Sheffield Health  
and Social Care**  
NHS Foundation Trust

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 69/11	Chair Appraisal	Chair Appraisal scheduled for 13 <sup>th</sup> May 2021.	Sandie Keene	19/04/21	30/04/21	Chair Appraisal completed 13 <sup>th</sup> May 2021. Report submitted to NRC on 2.8.21 and report to be submitted to CoG on 18.8.21. Documentation report accepted by NHSE/I
CoG 69/12	Non-Executive Director Appraisal	Non-Executive Appraisals to be completed before next CoG	Chair	19/04/21	18/08/21	NED appraisals completed. Reported presented to NRC on 2.8.21 and report presented to CoG on 18.8.21.
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 70/05	CQC	Formal feedback from CQC inspection	Chair	15.6.21	18.8.21	CQC revisit for three weeks in May. Informal feedback given to CoG at meeting on 15.6.21. Awaiting report from CQC.
CoG 70/05	Governor Development	New Governor induction workshop. Governor Development workshop.	Claire Lea	15.6.21	November 2021	Induction workshop planned for governors new in post following 2021 elections. Date of workshop changed

Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
						from 5 <sup>th</sup> July to 17 <sup>th</sup> August to fit in with election outcome. Second part to induction workshop planned September 15 <sup>th</sup> 2021. Further development workshop for all governors planned for October / November 2021.
CoG 70/05	Sub-committee rota	Rota for sub-committee visits and clinical visits to be finalised				Rota finalised. Meeting held on 21.7.21 to agree term of reference and objectives for these visits. Start date agreed to begin programme in September 2021.
CoG 71/07	CQC report	Letter with link to CQC report to be sent to Council of Governors	Chair	18.8.21	18.8.21	Letter with link to CQC report sent to all CoG, following the CoG meeting 18.8.21
CoG 71/11	Chair and NED appraisal	Detail and assurance of recent appraisal process	Lead Governor	18.8.21		Lead Governor contacted CoG to provide details and assurance of process.
CoG 71/13	Governor Development Workshop	Proposal with suggestions/ alternatives for development to be considered by CoG	Deputy Lead Governor/Corporate Assurance Manager/	18.8.21	6.10.21	Feedback from CoG to be received and collated for feedback to CoG on 06.10.21

**Key**

	Action complete
	Action ongoing
	Action outstanding