

**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

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: Designation of Author: Date:	Amber Wild
	Corporate Assurance Manager
	December 2021

Council of Governors 2021 – Action Log and Bring Forward



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Minute Reference	Subject	Action Required	Lead	Date raised	Date Due	Progress / Comment
CoG 69/13	Associate Non-Executive Director	Review of Non-Executive Director requirements	Chair	19.4.21	February 2022	To be reviewed by Chair and Director of Corporate Governance
CoG 70/05	Governor Development	New Governor induction workshop. Governor Development workshop.	Claire Lea	15.6.21	December 2021	Second, and final new governor induction workshop held on 28 October 2021.
72/05	Livestreaming CoG	Consent statement	Corporate Assurance Manager	06.10.21	14.12.21	Consent statement available on meeting agenda.
72/05	Meeting with the Chair	Offer of meeting by constituency group to be sent to Governors	Corporate Assurance Manager	06.10.21	14.12.21	Welcome message on behalf of Chair 06.10.21 Meeting invitations sent to governors 8.10.21. Five meetings have taken place.
72/08	Staff Covid 19 vaccinations	Number of staff not vaccinated against Covid19 to be given to Governors	Corporate Assurance Manager	06.10.21	14.12.21	1949 staff are fully vaccinated having received two doses and a booster, of which 885 booster vaccinations have been given by SHSC. Around 500 staff are not yet eligible for the booster having

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						had their 2 nd dose less than 6 months ago. Of the number not vaccinated, a number will be exempt or not currently at work.
72/10	Estates Strategy	Slides from Pat Keeling's presentation to be sent to CoG	Corporate Governance Administrator	06.10.21		07.10.21 slides sent to Governors/ 08.10.21 slides sent to NEDs
72/12	Governor Development Workshops	Health and Social Care Bill workshop Understanding Trust Strategy workshop Holding NEDS to account	Corporate Assurance Manager/ Claire Lea, Charis Consultants	06.10.21	14.12.21	Governor development workshop day to cover all 3 topics proposed for 2 nd or 3 rd March, depending on majority Governor availability.
72/14	Volunteer Networks and Peer Support Workers	Meeting with Jonathan Hall, Service user Governors and Sharon Mays, Chair	Sharon Mays, Chair	06.10.21	14.12.21	Meeting occurred 20 October 2021.

Key

	Action complete
	Action ongoing
	Action outstanding