

## 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:

Amber Wild

Designation of  
Author:

Corporate Assurance Manager

Date:

June 2022

## Council of Governors 2022 – Action Log and Bring Forward

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	Date changed to December 2022	To be reviewed by Chair and Director of Corporate Governance
75/09	Getting Back to Good	Broader quality improvement scope to be presented to COG. Planning to be taken forward and timing to be advised.	Mike Hunter, Beverley Murphy Salli Midgley to discuss with Chair and Heather Smith	15/02/22	June 2022	Discussions taking place with the Quality Directorate to agree a proposed date to be shared with the Governors for a session to take place in the autumn.
75/10	Transformation-EPR	Adam Butcher (service user governor) to be supported to meet with the Patient Experience Lead to feedback on concerns regarding use of accessible language in patient letters.	Governance team	15/02/22	June 2022	Verbal update to be provided. 26/04/2022: Adam Butcher to speak with Teresa Clayton in his capacity of chair of co-production expert by experience and feedback to CoG. Action closed.
75/10	Transformation -EPR	Key dates for implementation for new Electronic Patient Record to be communicated to COG	Governance Team to liaise with Andrew Males (IMST lead)	15/02/22	April 2022	Verbal update to be provided Action Closed. Feedback received post meeting: A phased deployment plan is in place for the new

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						Electronic Patient Record, with a short period of time between each phase. The current planned go live dates are: Older Adults Services March 13th 2023 Adults Services April 24 <sup>th</sup> 2023 Specialists Services May 15 <sup>th</sup> 2023 EPR implementation plan emailed to Governors on 07.06.22. Action closed.
75/13	PLACE Report	Feedback from recent assessment to be given to Service Users on inpatient wards via service teams.	Pat Keeling to take forward and confirm arrangements in place	15/02/22	April 2022	Hotel Services Manager Janet Mason and lead for PLACE with the Dietetic service, will visit all inpatient units over the 6-8 weeks (June/July) who were part of the PLACE Lite assessment in 2021, and via the ward community meetings to provide feedback on the outcomes, highlight positive findings, explain the actions being taken on identified issues and invite feedback from service users.
75/14	NED Recruitment	NRC to present to COG on the work of the committee	NRC Members	15/02/22	TBC	Agreed at the NRC meeting on 08.06.22 to present the

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		following current NED recruitment and after the new Governors are in post.				work of the committee to CoG in the Autumn meeting
76/05	Matters Arising	A meeting between Beverley Murphy and Celia Jackson-Chambers will be planned to understand the service user perspective of face-to face contact uptake. A briefing of IAPT contacts to be provided to Governors before the next meeting in June.	Beverley Murphy	26/04/2022	June 2022	A 2-page brief from Beverley Murphy has been forwarded to Governors via email on 26.5.22 A meeting between Celia Jackson-Chamber, Beverley Murphy and Toni Wilkinson has been arranged for the 24 June 2022.
76/05	Matters Arising	Engagement and feedback from Governors to be sought regarding the format of the Board Update Report and the Finance report.	Corporate Governance Team	26/04/2022	June 2022	Email sent 23.5.22 and one response received by 27.5.22
76/05	Matters Arising	EPR question remains unanswered. An email update will be provided to CoG regarding the roll out dates for the Electronic Patient Record.	Corporate Governance Team	26/04/2022	June 2022	EPR programme summary received 6.6.22. Emailed to Governors 6.6.22.
76/06	Chair's Report to the Council of Governors	Incorporate Governor feedback for future CoG meetings as a hybrid format of feedback forms and standing agenda item.	The Chair/Director of Corporate Governance	26/04/2022	June 2022	Amended governor feedback form ready to be circulated with CoG papers for comments during the meeting.

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76/07	Update from the Board Report	Feedback on new Board Report format to be collated from Governors	Corporate Governance Team	26/04/2022	June 2022	Email sent to Governors on 23.5.22.
76/11	Governor Elections Update	Bring forward the review of the SHSC Constitution.	Director of Corporate Governance	26/04/2022	Interim review June 2022. Full review TBC.	Interim review of SHSC Constitution to review CCG appointment and quorum requirements on agenda for for June CoG. Further, detailed review to be planned for the summer.

Key	
	Action complete
	Action ongoing
	Action outstanding