

Council of Governors: Summary Sheet

Title of Paper: Council of Governors Public Action Log for receipt 13 December 2022

Presented By: Sharon Mays, Trust Chair

Action Required:

For Information

For Ratification

For a decision

For Feedback

Vote required

For Receipt

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	<input checked="" type="checkbox"/>
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	<input type="checkbox"/>
Determining the remuneration of the Chair and non-executive directors	<input type="checkbox"/>
Appointing or removing the trust's auditor	<input type="checkbox"/>
Approving or not the appointment of the trust's chief executive	<input type="checkbox"/>
Receiving the annual report and accounts and auditor's report	<input type="checkbox"/>
Representing the interests of members and the public	<input type="checkbox"/>
Approving or not increases to non-NHS income of more than 5% of total income	<input type="checkbox"/>
Approving or not acquisitions, mergers, separations and dissolutions	<input type="checkbox"/>
Jointly approving changes to the trust's constitution with the Board	<input type="checkbox"/>
Expressing a view on the Trust's forward plans	<input type="checkbox"/>
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	<input type="checkbox"/>
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.	<input type="checkbox"/>
Monitoring the Trust's performance against its targets and strategic aims	<input checked="" type="checkbox"/>

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:

December 2022

Council of Governors 2022 – Action Log (public) and Bring Forward for receipt December 2022

Action number	Date raised	Subject	Action Required	Lead	Date Due	Update	Status
Action 1	11 October 2022	Governance Report – Nominations and Remuneration Committee	Follow up with existing and new staff governors post upcoming by-election whether they wish to join NRC. To update the NRC TORs	Amber Wild, Corporate Assurance Manager Deborah Lawrenson, Director of Corporate Governance	January 2023	Existing Staff Governors were emailed on 28 October with a copy of the NRC presentation slides asking for participation in NRC. Two governors (service user constituency and staff constituency) have volunteered to join the NRC. The Council of Governors agreed at the meeting in October that it would accept the continued vacancy for a Young Carer Governor on the NRC and that it would consider the NRC to be quorate until such time as the NRC terms of reference are reviewed to take out the requirement for this seat to be represented. Propose action to be closed.	
Action 2	11 October 2022	Governance Report – Governor observations of Board Sub Committees – there were no nominations at the meeting.	It was agreed an email would be circulated to confirm if there are Governors who wish to take on the Board committee observation role	Amber Wild, Corporate Assurance Manager	November 2022	Governors have been emailed with dates of the committee meetings and details of the observer role (October governance report) to confirm whether they wish to take on observer role of Board sub-committee. Vacancies remain for the observer roles for Mental Health Legislation Committee, Quality Assurance Committee, People Committee and	

Action number	Date raised	Subject	Action Required	Lead	Date Due	Update	Status
						<p>Audit and Risk Committee. A further communication will be issued to the new Governors in February.</p> <p>Whilst the action has been completed it is proposed it remain open until the April meeting.</p>	
Action 3	11 October 2022	<p>Governance Report – Foundation</p> <p>Trusts are asked if they wish to have an individual proposed from the ICB to replace the former role held by the Clinical Commissioning Groups or if they would prefer to take a bespoke approach.</p>	Governors to be emailed to canvas further views.		November 2022	<p>An email was circulated to Governors and no further responses were received. It is proposed the Chair take forward with the Lead Governor and the Director of Corporate Governance to agree the way forward with the COG to be advised at the next meeting.</p> <p>Action proposed to be closed.</p>	
Action 4	11 October 2022	Chair Report – CEO recruitment	The closing date for Chief Executive recruitment is the 31 st October 2022 and Governors are being approached with opportunities to engage in the process. Any	Members to be reminded of the details and Governors to confirm if they wish to participate in the stakeholder group	October 2022	<p>A reminder email was sent to Governors on 19 October 2022 and a selection of Governors participated in the stakeholder group.</p> <p>Action closed</p>	

Action number	Date raised	Subject	Action Required	Lead	Date Due	Update	Status
			Governors wishing to be involved in the stakeholder group being held on 22 November 2022 should let Amber Wild know.				
Action 5	11 October 2022	Governor Buddying arrangements	Views on the approach to continue with the buddying arrangements to be sought from Governor colleagues.	All-Governors to feedback any views on the buddying arrangements to the Deputy Lead Governor who will also email out to call in views in advance of the second meeting of the buddying group.	Ben Duke, Deputy Lead Governor	Views were received from Governors and communicated to the October meeting were that it would be helpful for meetings to continue on Teams initially as one group and for this to be reviewed once the meetings are established. No further comments have been received. Dates for buddying sessions will be planned in advance from January 2023 in agreement with the Deputy Lead Governor. Action proposed to be remain open until dates are circulated	
Action 6	11 October 2022	Governor Feedback – CMHT engagement sessions	It was confirmed detail on the opportunities to engage had been shared with governors and would be re-circulated.	Upcoming dates for engagement/involvement activity in the community programme to be re-shared with Governors and feedback on points raised to the team.	October 2022	Carer Action Group meetings have been forwarded to governors and further meeting dates continue to be shared with Governors as they are planned. Action closed	
Action 7	11 October 2022	Finance presentation	It was agreed that capturing detail in the 'chat' (post meeting) for the	Amber Wild, Corporate Assurance Manager	November 2022	Chat discussion extracts from the October meeting have been appended to the formal minutes for	

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			benefit of the Governors would be helpful and consideration would be given as to the best way of sharing this. Note – these are not for sharing publicly			approval for receipt by Governors only. Action proposed to be closed	
Action 8	11 October 2022	Finance presentation	It was agreed it would be helpful to add a session on finances to the Governors development plan	Amber Wild, Corporate Assurance Manager	January 2023	The timing for this will be discussed with the Executive Director of Finance and the Chair of the Council of Governors and included on the Governor calendar as a development session. Action to remain open	
Action 9	11 October 2022	Learning Disabilities Service Transformation	It was agreed a discussion on 'evidence led' and how best to demonstrate this would be addressed outside of the meeting	Hassan Mahmood, Clinical Director and Scott Weich, Governor	December 2022	An email has been sent to offer support for Scott Weich and Hassan Mahmood to meet for further discussions. Action closed.	
Action 10	11 October 2022	Council of Governors Review of Effectiveness	A simplified form for use in the review of effectiveness process will be circulated for Governors to complete and submit in readiness for a report to be received	Amber Wild, Corporate Assurance Manager	December 2022	Governors were emailed to submit completed forms by 30 November in readiness for receipt of a report at the December CoG meeting. Report on the agenda action closed.	

Action number	Date raised	Subject	Action Required	Lead	Date Due	Update	Status
			at the December meeting.				
Action 11	14 June 2022	Item 10 Update from the Board	It was agreed that it would be useful to know more about the Homeless Assessment and Treatment service and that this could be brought back to the Council of Governors as a development session or as a service user story.	Amber Wild, Corporate Assurance Manager	To be confirmed	It was confirmed the date for a session would be factored into the Council of Governors calendar which would be shared following the meeting. It was agreed this action could be closed when shared. HAST contacted – awaiting confirmation. Action to remain open	
Action 12	14 June 2022	Item 15 Non-Executive Director Appraisal	Appraisal questionnaires to be circulated to Governors for return in advance of the appraisal dates – return date to be confirmed in the email.	Amber Wild, Corporate Assurance Manager	End of June 2022	Appraisal questionnaires were circulated and the remaining NED appraisal took place on 6 December. Propose action to be closed.	
Action 13	26 April 2022	Item 11 Governor Elections Update Review of the SHSC Constitution.	Vacancies remain following the outcome of the Governor elections, and it was agreed that a review of the SHSC Constitution and a staff governor by-election would need to take place.	Director of Corporate Governance	October 2022	The by election has taken place. A report is provided to the December meeting. There remain vacancies and this will be picked up as part of the discussion on proposed changes to the Constitution following the publication of the new Code of Governance which is due for first discussion at the February Council of Governors meeting. Action proposed to be closed	

Key



- Action closed/archive
- Action completed
- Action in progress
- Action overdue