

Action Points - Council of Governors in PUBLIC



Key:

Blue	Completed and will be removed from chart for next iteration - presented to meeting prior to removal
Green	Status updated and on track within the timescale.
Amber	Status updated and the deadline passed.
Red	Status not updated and deadline passed by more than one month.

Minute Reference	Agenda item	Action	Accountable Officer	Target Completion Date	Status Update/Date of completion	RAG
06 December 2023						
59/23	Chief Executive's briefing on Trust activities	Produce some communications to raise awareness to staff and the public regarding the boarding process to free up capacity in the Emergency Department	Angela Tillett Rebecca Driver	31/12/23	7/3/24: A standard operating procedure is in place, which requires clinicians to make patients aware of the position. 13/3/24: Closure of action confirmed	B
13 March 2024						
78/23	Staff Survey	Short paper summary of results to be circulated	Kate Read Ann Filby	31/03/24	Summary of survey sent (as published on staff intranet) 14/3/24	B
73/23	Declarations of Interest	All remaining declarations to be submitted to meet requirements of Trust policy and national guidance	Governors Jonathan Baker	31/03/24	12/06/24: Additional declarations have been added to the Declaration file, with one outstanding for a governor finishing his term of office on 30/6/24.	B
80/23	Verbal reports from Board Committees	Peter Coleman and Liz Smith access to CFC papers to be re-investigated - only able to see agenda and not all papers	Jonathan Baker	31/03/24	12/06/24: Reviewed; no further issues reported	B
81/23	Report from Lead Governor	NHS Providers governance conference to be circulated to seek to fill five places	Jonathan Baker		9/5/24: Conference date circulated to governors, one governor booked, but as this clashes with ESNEFT Governor Induction no governors due to attend	B
86/23	Non-Executive Director recruitment	Engagement of executive search confirmed and skills required; the principle of extending Richard Spencer's term of office by 12 months	Ann Filby Helen Taylor	20/06/24	10/6/24: Currently going through contracting process for executive search before final process and timetable can be confirmed and dates added to diaries. Richard Spencer's extension to be considered by the Council in private on 20/6/24	B
82/23	Annual Members' Meeting minutes 21 February 2024	Approved; to be added to Annual Members' Meeting page on website	Jonathan Baker	31/03/24	13/06/24: Approved Annual Members Meeting Minutes added to the relevant page on the website.	B
92/23	Date and time of next meeting	Lunch to be arranged, confirmed in diaries and Board of Directors' invited	Jonathan Baker	31/03/24	12/06/26: Lunch arranged with date circulated to Board members in late March.	B