Action Points - Council of Governors PUBLIC 2024/25

NHS
East Suffolk and North Essex
NHS Foundation Trust

Key:

Blue	Action Completed
Green	Action On Track
Amber	Action At risk of slippage
Red	Action Overdue

Action #	Minute/Action Reference	Agenda item/subject	Action	Accountable Officer	Target Completion Date	Status Update/Date of completion	BRAG
03 December 2024							
1	36/24	Declarations of Interest	Additional declarations to be received in writing and declarations register updated	Laura da Rita		**3/12/24:** Received and declarations updated	**B**
2	37/24	Minutes of the meeting held on 26 September 2024	Approved with two amendments to apologies for absence and the Lead Governor report	Ann Filby		Amended during the meeting and provided to the Chair for review	**B**
3	40/24	Report from the Trust Chair	Send link to staff awards	Ann Filby		Included in Trust News - link to YouTube https://www.youtube.com/live/-tC-tMM5pv4	**B**
4	45/24	Annual Members' Meeting/Annual General Meeting notes	Approved; to be added to that section of website	Ann Filby		**13/1/25:** Available at this link https://esneftdoclibrary.org.uk/document-category/esneft-reports-and-accounts/esneft-annual-members-meetings/esneft-annual-members-meeting-2023-2024/	**B**
5	46/24	Council of Governors' Code of Conduct	Approved for formal acceptance by all governors	Ann Filby	31/03/2025	**10/12/24:** New Code and sign off emailed to governors for signature and return **14/3/25:** Remaining responses requested, for completion by 31/3/25 **17/3/25:** Remaining responses chased	**G**
6	47/24	Deputy Lead Governor	Appointment of a Deputy Lead Governor approed, taking account of potential for a staff governor job share, for the selection progress to take place	Ann Filby	27/03/2025	Job share added to role description. Expressions of interest sought on 20/12/24, one received and duly confirmed, for reporting to Council 27/3/25	**B**
7	48/24	Appointments and Performance Committee Report	Additional Committee to be scheduled, likely in January	Ann Filby	31/01/2025	Meeting arranged for 14/1/25	**B**
27 March 2025							