

ACTION/MATTERS ARISING FROM THE MEETINGS OF THE GOVERNING BODY HELD IN PUBLIC ON 6 APRIL AND 4 MAY 2017

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Minute	Item	Action to Take	Lead	Confirmation of action taken / still to take
09/17 26/17(e)	Review of Governing Body Committees and Sub Committees Terms of Reference (ToR)	<ul style="list-style-type: none"> Discuss how to take forward the proposal that the Strategic Public Experience Engagement Equality Group (SPEEEG) be established as a committee or sub-committee of Governing Body 	MR/EN	Ongoing
11/17 26/17(h)	Mental Health	<ul style="list-style-type: none"> Brief Ms Forrest fully on the discussions relating to mental health funding, outside of the meeting Equality Impact Assessment (EIA) on the 2017/18 Quality, Innovation, Productivity and Prevention (QIPP) with Sheffield Health and Social Care NHS Foundation Trust (STHFT) to be completed and be brought back to Governing Body at a later stage 	PM PM	Complete. Met on 8.5.17 Process for this to be agreed. Oral update to next meeting
13/17 26/17(i)	Update on Quality, Innovation, Productivity and Prevention (QIPP) Plan for 2016/17	<ul style="list-style-type: none"> Circulate a further update once legal advice received as to how best we can optimise the void space in the primary care Local Improvement Finance Trust (LIFT) buildings under the terms of the lease arrangements 	MP	Complete. Emailed on 5.4.17
28/17	Future Child Health Service Model (Acutely Unwell Child)	<ul style="list-style-type: none"> Ask the Commissioners Working Together team if they have a timetable for the review 	MP	CWT team contacted in relation to a timetable
29/17	Update on NHS Sheffield CCG Governing Body Assurance Framework (including 2017/18 refresh) and Risk Register	<ul style="list-style-type: none"> Undertake a piece of work on how to bring the Strategic Public Equality Engagement Experience Group (SPEEEG) up to the level of other groups 	PB	Proposal to be presented to next meeting held in public
34/17	Quality and Outcomes Report	Review as to how the positive messages and information included in this report will be communicated to members of the public, our own staff, Membership, and partner organisations.	MR	Complete. These messages have been included in the annual report, as presented at the 25 May GB meeting

34/17(i)(b)	Improvement and Assessment Indicator relating to the proportion of people with a learning disability on the GP register receiving an annual health check	<ul style="list-style-type: none"> Seek clarity as to whether the CCG should be an Exemplar from this indicator, then discuss with Dr Sorsbie outside of the meeting and advise if Governing Body was the right forum for this to be discussed in 	MP	Currently seeking clarity.
34/17(i)(c)	Improvement and Assessment Indicator relating to people with diabetes diagnosed less than a year ago who attend a structured education course	<ul style="list-style-type: none"> Seek clarity on where these people were coming from, and on the comment that if they spoke no English then they had no access to that course, then send a briefing note to members 	MP	Briefing being drafted
162/16 07/17(d) 26/17(c) 35/17	Update on Winter and Urgent Care	<ul style="list-style-type: none"> Present an update on the impact of the six key focus areas against their metrics - to the next meeting or circulated to members separately Present a paper to Governing Body on 25 May with our plans for urgent and emergency care 	PM PM	Complete. Emailed on 27.4.17 Deferred to September meeting in public, due to Purdah
47/17	NHS Sheffield CCG Draft Annual Report 2016/17	<ul style="list-style-type: none"> Revisit the performance sections where we had included statements as to where we had been challenged or had struggled, to make sure it was captured, along with any other areas we might want to highlight where we had had a challenge 	ND	The annual report has been re-reviewed to confirm that the challenges have been reflected and the Director of Delivery - Care Out of Hospital is satisfied that they are. A couple of additional sentences have been included to support