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ACTION/MATTERS ARISING FROM THE MEETING OF THE NHS SHEFFIELD CLINICAL COMMISSIONING GROUP GOVERNING BODY HELD IN PUBLIC on 4 April 2013

Minute	Item	Action to Take		Confirmation of action taken / still to take
73/13(b)	Development of CCG Commissioning Intentions for 2013/14	<ul style="list-style-type: none"> Share the summary or members of the public in the public domain once it has been discussed in the private session 	TF	Work in progress
73/13(c), 84/13	Proposals for public engagement	<ul style="list-style-type: none"> Have proposals for the development of a Patient Engagement Panel in time for the CCG's first public meeting on 18 April 	TF/GL	Proposals for public membership scheme discussed with people attending the public meeting
77/13	Accountable Officer's Report	<ul style="list-style-type: none"> Send members a summary of the Barbara Hakin letter that sets out the duties of a CCG 	LT	Work in progress
80/13	Risk Management Strategy	<ul style="list-style-type: none"> Review the strategy to make it clearer about how the organisation manages external risks, and make reference to the CCG's Assurance Committee's role in managing risk. To also form part of a Governing Body OD session 	LT	Work in progress
81/13	Commissioning Intentions 2013/14	<ul style="list-style-type: none"> Discussions to take place with the Area Team as to where the commissioning responsibility lies for Hepatitis B Screening – Roma Slovak population and for the Latent TB community testing service Plan to start the 2014/15 commissioning process with an OD session in July 	TF TF	Discussions underway. AT obtaining DH advice. Public Health also involved in discussion. Date for OD session to be confirmed
83/13	Developing the CCG's Membership Office	<ul style="list-style-type: none"> Meet with the four Locality Managers to agree the work plan and way forward 	LT	Meeting in the process of being arranged
84/13	Communications and Engagement Strategy	<ul style="list-style-type: none"> Comments on strategy required asap Further iteration of the strategy to Governing Body in June 	All IG	Work in progress On forward planner for June

87/13(d)	Quality and Outcomes Report	<ul style="list-style-type: none"> • Raise with the Area Team about bringing higher level data to the CCG (ie broken down for the range of outcomes from specialties) • Explore if there is a significant reason for the increase in the number of complaints at Sheffield Health and Social Care NHS Foundation Trust (SHSCFT) in January compared to the previous month • Work with the Area Team regarding the primary care information that can be made available for future reporting 	IG KeC (JHa) IG	Work in progress Oral update to May meeting Work in progress
88/13	Update on the Implementation of the new NHS111 Service in South Yorkshire and Bassetlaw	<ul style="list-style-type: none"> • Provide feedback from 9 April meeting 	AG	A revised implementation plan was proposed and would be discussed with CCGs, further update will be given at the GB Meeting
90/13(b)	Quality Impact Assessment of Foundation Trust Cost Improvement Schemes	<ul style="list-style-type: none"> • Present paper to May Governing Body providing assurance that our FTs have robust clinical assurance processes in place 	KeC (JHa)	On agenda