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ACTION/MATTERS ARISING FROM THE MEETING OF THE NHS SHEFFIELD CLINICAL COMMISSIONING GROUP GOVERNING BODY HELD IN PUBLIC on 3 October 2013

Minute	Item	Action to Take	Lead	Confirmation of action taken / still to take
126/13(a) 151/13(a) 205/13(a)	Development of CCG Commissioning Intentions for 2013/14	• Follow up with NHS England as to where commissioning responsibility for hepatitis screening for the Roma Slovak population lies	**JW**	Legal opinion on commissioning responsibility is still awaited. Heather Marsh (NHSE LAT) is chasing her contacts frequently. JW has written to Paul Johnstone, PHE Regional Director, to ask him to help clarify
185/13 205/13(c)	Procurement Update including 2013/14 Procurement Strategy	• Discuss the separate contract monitoring programme for procured services with Professor Enderby	**KeC**	Meeting between KC and PE unfortunately delayed
187/13 205/13(d)	Update on the National Centre of Excellence for Sport and Exercise Medicine (NCESEM)	• Discuss with the Director of Public Health how to make food and physical activity work better in the city	**AF**	Oral update to be given at November meeting
188/13 205/13(e)	Mencap Getting it Right Charter	• Discuss with the Senior Commissioning Manager re the two key issues her Board members had identified	**PE**	Oral update to be given at November meeting
206/13	Chair's Report	• Feed members' comments on the Sheffield Credit Union to the next Sheffield Executive Board meeting on 9.10.13	**TM**	Completed
208/13	Election of Governing Body GP Members	• Promote the vacancy that has arisen from Dr Ainger's resignation from Governing Body • Send job description for the post to Locality GPs/Locality Managers • Raise with the Chair of Sheffield Local Medical Committee (LMC) with a view to placing an article in the LMC's newsletter to GPs	**Locality GPs/LMs** **LT** **TM**	Oral update to be given at November meeting Circulated 14.10.13 Completed

211/13	Communications and Engagement update	• Follow up with the CCG's IT department re getting all practice PCs to default to the CCG's new home page • Present a Public Engagement Plan to Governing Body in November	**KD** **TF**	Ongoing On agenda
212/13	Planning for 2014/15	• Discuss with Locality Managers how further engagement with practices can be factored in	**TF**	Discussed at Management Executive Group (MEG) 4.11.13
215/13	Memorandum of Understanding for Primary Care	• Circulate a flow diagram outlining the relationships between Area Teams, CCGs, and practices	**KCl**	Work in progress. To be completed by mid November
216/13	Finance Report	• Present further information to Governing Body on the intended use of uncommitted reserves	**JN**	Included in Month 6 report to Governing Body in November
217/13(b)	Quality and Outcomes Report	• Present further information to Governing Body from discussions at the Urgent Care Board about when further information on Ambulance and crew response times would be available	**IG**	Will be presented in Quality and Outcomes report when information becomes available
217/13 (d)(i)	Quality and Outcomes Report	• Report on all the community C.Diff cases in the first six months of the year to Commissioning Executive Team (CET) in October	**KeC (JHa)**	Presented to 22.10.13 CET
217/13 d)(ii)	Quality and Outcomes Report	• Speak to the Chief Nurse about concerns that were still being raised from practices about the quality of discharge letters from STHFT	**ZM**	Complete
217/13 (d)(iii)	Quality and Outcomes Report	• Concerns were raised regarding the increase in complaints and Sheffield Children's Hospital. This had been discussed at the previous Governing Body meeting.	**KeC**	Review of data to the December Governing Body
218/13	Quality Assurance Committee (QAC)	• Present paper to Quality Assurance Committee on the new CQC/Ofsted inspection regime for safeguarding children.	**KeC (JHa)**	To Quality Assurance Committee 6.12.13
220/13(c)	Updates from the Locality Executive Groups (LEGs)	• Clarify whose responsibility it is to collect 'flu vaccines in the next e-bulletin to GPs.	**KCl**	Sent in GP bulletin 8.10.13