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ACTION/MATTERS ARISING FROM THE MEETING OF THE NHS SHEFFIELD CLINICAL COMMISSIONING GROUP GOVERNING BODY HELD IN PUBLIC on 1 May 2014

Minute	Item	Action to Take	Lead	Confirmation of action taken / still to take
63/14 83/14(a)	Chair's Opening Remarks	<ul style="list-style-type: none"> Review Governing Body's new meeting format in June or July, including how meetings are publicised and promoted 	TM	Ongoing
49/14 65/14(e) 83/14(b)	Planning for 2014/19	<ul style="list-style-type: none"> Take forward into next year's planning as to how the CCG could be more ambitious and definitive about outcomes. 	TF/JW	To be actioned as part of planning process for 2015/15
54/14 65/14 83/14(c)	Updates from the Locality Executive Groups (LEGs)	<ul style="list-style-type: none"> Take forward with NHS England any comments from Governing Body members relating to communication problems between GP practices and NHS England. The Chair advised members that he would be writing out to practices acknowledging the pressures they are working under at the moment. 	IA TM	Ongoing Emailed out 16.5.14
67/14 83/14(d)	Caldicott Guardian	<ul style="list-style-type: none"> Meet on 6 May to consider how we support practices to go paperless and the information governance issues associated with that Communication regarding Dr Andrew McGinty's appointment as CCG Caldicott Guardian to be circulated to practices via the CCG's monthly IT issues bulletin 	IG/SK IG	Meeting has taken place and actions agreed through Locality IT group Actioned w/c 19/5/14

86/14	NHS Sheffield CCG Draft Annual Report 2013/14	<ul style="list-style-type: none"> • Comments on the content be sent to the Accountable Officer or the communications team • Ask the lay members and Healthwatch for their views and advice on communicating the report • Report on how we will communicate a friendly version of the annual report to Governing Body with the formal final annual report in June. • Make reference to the Joint Strategic Needs Assessment (JSNA) in the report 	<p>All</p> <p>IG/KD</p> <p>IG/KD</p> <p>KD</p>	<p>Full report now completed</p> <p>}First draft one side</p> <p>}summary shared for</p> <p>}comments</p> <p>}</p> <p>}</p> <p>Actioned</p>
87/14	NHS Sheffield CCG Procurement Plan for 2014/15	<ul style="list-style-type: none"> • Once approved, published the plan on the CCG's website, in line with the requirements of the NHS Act. 	JN	Complete
89/14(a)	A&E	<ul style="list-style-type: none"> • Provide detailed analysis on the 4 hour wait period in A&E • Link it to a Governing Body OD session on urgent care 	<p>IG</p> <p>IG</p>	<p>To be circulated prior to OD session</p> <p>Added to OD programme</p>
89/14(d)(iii)	NHS Safety Thermometer	<ul style="list-style-type: none"> • Feed back to Chief Nurse on how clear and usable the information is 	All	Update to be given at June meeting
89/14(e)(iii)	NHS111	<ul style="list-style-type: none"> • Data to be made available on the high level impact on the health system for 111 now that it has been operating for a year 	IG	To be added to Quality and Outcomes report
89/14(e)(iv)	Children and Young People	<ul style="list-style-type: none"> • Advise in June if information is available on dates for the development of a service model for the provision of Child and Adolescent Mental Health Services (CAMHS) 	TF	Oral update to be provided
90/14	Equalities Action Plan	<ul style="list-style-type: none"> • Present the plan to Governing Body in June • Present plan to reduce health inequalities to Governing Body in the next few months • Send any comments to the Director of Business Planning and Partnerships and Dr Turner within the next couple of weeks 	<p>TF</p> <p>TF</p> <p>All</p>	<p>Deferred to July</p> <p>To be actioned when HWB plan complete</p> <p>No comments received</p>