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ACTION/MATTERS ARISING FROM THE MEETING OF THE NHS SHEFFIELD CLINICAL COMMISSIONING GROUP GOVERNING BODY HELD IN PUBLIC on 3 April 2014

Minute	Item	Action to Take	Lead	Confirmation of action taken / still to take
63/14	Chair's Opening Remarks	<ul style="list-style-type: none"> Review new format in three months time 	TM	Ongoing
49/14 65/14(e)	Planning for 2014/19	<ul style="list-style-type: none"> Final version of commissioning intentions to be published on the website Discuss how to disseminate the CIs to our practices, providers and Healthwatch Advise as to how the CCG could be more ambitious and definitive about outcomes. 	TF TF/KD JW	Complete Complete Still outstanding
50/14 65/14(f)	NHS Sheffield CCG Business Continuity Policy, including NHS Sheffield CCG Emergency Responsiveness Policy	<ul style="list-style-type: none"> Advise on proposed amendments to the wording of the policies 	JW	Comments sent to TF
52/14(b) 65/14(g)	Month 10 Quality and Outcomes Report: CCG Assurance and the Balanced Scorecard	<ul style="list-style-type: none"> Circulate information on how admissions to Sheffield Children's NHS Foundation Trust (SCHFT) for children with lower respiratory tract infection are recorded 	JN	Complete
54/14 65/14	Updates from the Locality Executive Groups (LEGs)	<ul style="list-style-type: none"> Advise CCG if there are still communication problems between practices and NHS England for Accountable Officer to take forward Write out to practices acknowledging all the pressures they are working under at the moment 	LMs IA TM	Ongoing Ongoing Ongoing
66/14	Company Secretary's Report	<ul style="list-style-type: none"> Ask PPI group to look at Assurance Framework risk 1.2 To improve patient experience and access to care, and think what controls and assurances they would like to include 	TF	Complete

67/14	Caldicott Guardian	<ul style="list-style-type: none"> • Consider how we support practices to go paperless and the information governance issues associated with that • Clarify our responsibility to support GP practices Caldicott Guardians 	<p>IG</p> <p>IG</p>	<p>Idris Griffiths and Simon Kirby meeting outside the meeting to discuss Communication regarding Andrew McGinty will be circulated to practices</p>
68/14	Approval of 2014/15 Initial Budgets and Update on Five Year Financial Plan 2014/19	<ul style="list-style-type: none"> • Financial plan to be submitted to NHS England 2014. 	JN	Submitted on 4 April 2014
69/14	Musculoskeletal Care in Sheffield: Commissioning for Outcomes	<ul style="list-style-type: none"> • Include separate line on the timeline for patient for patient and public engagement 	ZM	Complete
70/14	Finance Report	<ul style="list-style-type: none"> • Draft year end accounts to Governing Body in May • On behalf of Governing Body, invite the Chief Executive of the RFT programme to attend Governing Body to discuss some of the issues they have had, the proposals for next year, and what phase 3 of the programme might look like 	<p>JN</p> <p>IA/LT</p>	<p>On agenda</p> <p>Oral update to May meeting</p>