

ACTION/MATTERS ARISING FROM THE MEETINGS OF THE NHS SHEFFIELD CLINICAL COMMISSIONING GROUP GOVERNING BODY HELD IN PUBLIC ON 5 MAY 2016 AND 26 MAY 2016

Minute	Item	Action to Take	Lead	Confirmation of action taken / still to take
16/16 26/16(f) 55/16(a)	City-wide Record Sharing Programme	<ul style="list-style-type: none"> Speak to the Chair of Healthwatch Sheffield regarding the CCG's intention to work with the citizens of Sheffield in relation to this programme, especially around sharing of information 	IG	Complete
16/16 26/16(g) 55/16(b)	Stocktake of National Initiatives	<ul style="list-style-type: none"> Produce a document that reflects some of the latest information, especially around the Better Care Fund (BCF), and circulate it to members separately to Governing Body papers and make it available on the CCG's website 	IG	Ongoing
43/16 55/16(f)	NHS Sheffield CCG 2016/17 Operational Plan, including Financial Plan 2016/17	<ul style="list-style-type: none"> Proposed decision making and prioritisation framework to be presented to the Commissioning Executive Team (CET) on 17 May, with the framework then coming to Governing Body at the next meeting for consideration and approval 	TF	On agenda
44/16 55/16(g)	Establishment of an Auditor Panel and Change of Terms of Reference for Audit and Integrated Governance Committee	<ul style="list-style-type: none"> Include this as part of the next round of proposed changes to the Constitution, the paper for which to be presented to Governing Body for approval on 26 May 	TF	Complete
56/16	Adoption of NHS Sheffield CCG Unaudited Financial Accounts for 2015/16 and Month 12 Finance Report	<ul style="list-style-type: none"> Add an explanatory note in the accounts to explain that the increase in expenditure on employee benefits from 2014/15 is due to in year transfer of a large number of Commissioning Support Unit (CSU) staff to the CCG 	JN	Complete
57/16	NHS Sheffield CCG Draft Annual Report for 2015/16	<ul style="list-style-type: none"> Make an amendment to the table at section 4.4 that set out the details of membership and attendance at each of the CCG's committees, in relation to Ms Forrest's attendance at Audit and Integrated Governance Committee (AIGC) meetings 	TF(CRH)	Complete

58/16	NHS Sheffield CCG 2016/17 Budgets	<ul style="list-style-type: none"> Discuss with the QIPP director as to how best present an analysis of the QIPP to Governing Body as part of a further report 	JN	On the agenda
59/16	Update on NHS Sheffield CCG Governing Body Assurance Framework (GBAF) (including 2016/17 refresh) and Risk Register	<ul style="list-style-type: none"> Discuss risks 2.1 and 2.2 around improving the quality and health inequalities of healthcare in Sheffield separately with the Director of Public Health 	TF	Meeting scheduled for 7 July
61/16	Yorkshire and the Humber Collaborative Commissioning – Yorkshire Ambulance Service NHS Trust (YAS)	<ul style="list-style-type: none"> Further proposal to Governing Body in a few months' time to seek delegation of authority to a joint committee Clarify if there was a legal requirement for Governing Body to receive the full MoU Seek advice as to whether the Terms of Reference for Governing Body's Committees and Sub Committees could be taken out of the CCG Constitution and placed elsewhere, thus eliminating the need for a formal submission to be made to NHS England every time an amendment was required to be made. 	TF TF TF	On forward planner for September 2016 It is not necessary for Governing Body to receive the full MoU Guidance received from NHSE. Oral update to July meeting
63/16	Public Contract Regulations (2015): CCG Obligations from 18 April 2016	<ul style="list-style-type: none"> Incorporate the amendments into the CCG's Procurement Strategy and present a revised version of the strategy for formal agreement at the Governing Body meeting in June or July 	JN	On forward planner for July 2016
64/16(c)	Quality and Outcomes Report: Public Health Quarterly Update	<ul style="list-style-type: none"> Give a definitive definition of what homelessness is 	GF	Oral update to July meeting
29/16 55/16(c) 65/16	Unadopted Minutes of the Primary Care Commissioning Committee Meeting held on 1 April 2016	<ul style="list-style-type: none"> For reports to future Governing Body meetings, a highlight report on the key issues to be included with the minutes 	KaC	Ongoing

66/16	South Yorkshire and Bassetlaw Sustainability Transformation Plan Update	<ul style="list-style-type: none"> • Profile of the primary care workstream, specifically general practice, be made more explicit • Email members a list of the practices in the first tranche of neighbourhoods, along with a copy of his presentation from today's meeting 	TF(ND) IG	The STP has a specific workstream on this now that is being jointly led by Maddy Ruff and Tim Moorhead. There was already a level of detail within the plan that wasn't immediately evident through the presentation. Complete
74/16	Adoption of NHS Sheffield CCG Audited Financial Accounts for 2015/16	<ul style="list-style-type: none"> • Sign the Letter of Management Representations on behalf of Governing Body 	TM/MR	Complete
75/16	NHS Sheffield CCG Annual Report for 2015/16	<ul style="list-style-type: none"> • A few further minor tweaks, including some replacement photographs, to be made • Final Annual Report to be published on CCG website by 10 June • Copies to be sent out to general practices for their waiting rooms, to voluntary sector organisations, and to all key stakeholders 	KD KD KD	Complete Complete Mailing lists being compiled and printed copies obtained
76/16	Proposed Changes to the NHS Sheffield CCG Constitution	<ul style="list-style-type: none"> • Ask our member practices to approve the changes by the way of voting slips and then ask NHS England for final approval 	TF(CRH) / TM	Voting papers sent out to members on 7.6.16 Oral update on the outcome of the vote to July Governing Body
77/16	Care Outside of Hospital: Primary Care Strategy, Strategy for Urgent Care, and Active Support and Recovery Update	<ul style="list-style-type: none"> • Further update, including outcome measures, metrics, and funding if possible to be presented to Governing Body in July 	EDs/CDs	On agenda