

ACTION/MATTERS ARISING FROM THE MEETINGS OF THE NHS SHEFFIELD CLINICAL COMMISSIONING GROUP GOVERNING BODY HELD IN PUBLIC ON 3 MARCH 2016 AND 7 APRIL 2016

Minute	Item	Action to Take	Lead	Confirmation of action taken / still to take
180/15, 191/15(b), 209/15(a) 07/16(b) 26/16(b)	Quality Assurance Committee (QAC)	<ul style="list-style-type: none"> Speak to Ms Forrest regarding membership of the QAC including an additional Governing Body GP, once his review of individual Governing Body member's areas of responsibility was complete at the end of March 	TM	Complete
16/16 26/16(f)	City-wide Record Sharing Programme	<ul style="list-style-type: none"> Arrange for the CCG's Head of Informatics to speak to the Chair of Healthwatch Sheffield regarding opportunities for the CCG to work with the citizens of Sheffield in relation to this programme, especially around sharing of information which is in the public interest 	IG	Oral update to May meeting
16/16 26/16(g)	Stocktake of National Initiatives	<ul style="list-style-type: none"> Share a stocktake that explained the various national initiatives that were taking place across the NHS and locally 	IG	Oral update to May meeting
29/16	Unadopted Minutes of the Primary Care Commissioning Committee (PCCC) 18 February 2016	<ul style="list-style-type: none"> Write out to practices advising them of the outcome and recommendations from discussions at the CCG's Commissioning Executive Team (CET) which had delegated authority from the PCCC to manage the process for the special case applications that had been submitted by practices in July 2015 For reports to future Governing Body meetings, include a highlight report on the key issues with the minutes 	RD KaC	Complete Complete
31/16	Quality and Outcomes Report	<ul style="list-style-type: none"> Revise the report for Governing Body to be highlight any specific actions required from governing body and to provide focus on key areas, to include assurance that we have recovery plans, with trajectories, what our level of confidence is. 	TF(RG)	Ongoing.

31/16(d)	Quality and Outcomes Report: A&E maximum four hour waits	<ul style="list-style-type: none"> • Write a report, in liaison with the Deputy Chief Nurse and quality team, that pulls together members' feedback from their visits to A&E, including reflection on the learning from this. • The report to then be escalated to the CET and Contract Management Board (CMB) and feedback from those meetings to be given to Governing Body 	TF(RG)	Ongoing
31/16(g)(i)	Quality and Outcomes Report: Public Health Report	<ul style="list-style-type: none"> • Consider reporting more frequently than on a quarterly basis • Give consideration to including some comparisons / a breakdown of some of the indicators against some of the other core cities to ascertain if our focus was proportionate to where our challenges are 	GF	Ongoing
43/16	NHS Sheffield CCG 2016/17 Operational Plan, including Financial Plan 2016/17	<ul style="list-style-type: none"> • Redefine the outcomes on the plan on a page in the commissioning plan to make them more clinically described • For the next iteration of the commissioning plan include the size of the scope, what decisions needed to be made about pace and prioritisations, and if there were things the CCG needed to investment in to make them happen, or disinvest in • Chair and Accountable Officer given delegated authority to review the financial plan budget changes in between Governing Body meetings 	ND	Complete
44/16	Establishment of an Auditor Panel and Change of Terms of Reference for Audit and Integrated Governance Committee	<ul style="list-style-type: none"> • Terms of Reference for the AIGC to be included as part of the next round of proposed changes to the Constitution 	JN	Included as part of the next round of proposed changes to the Constitution